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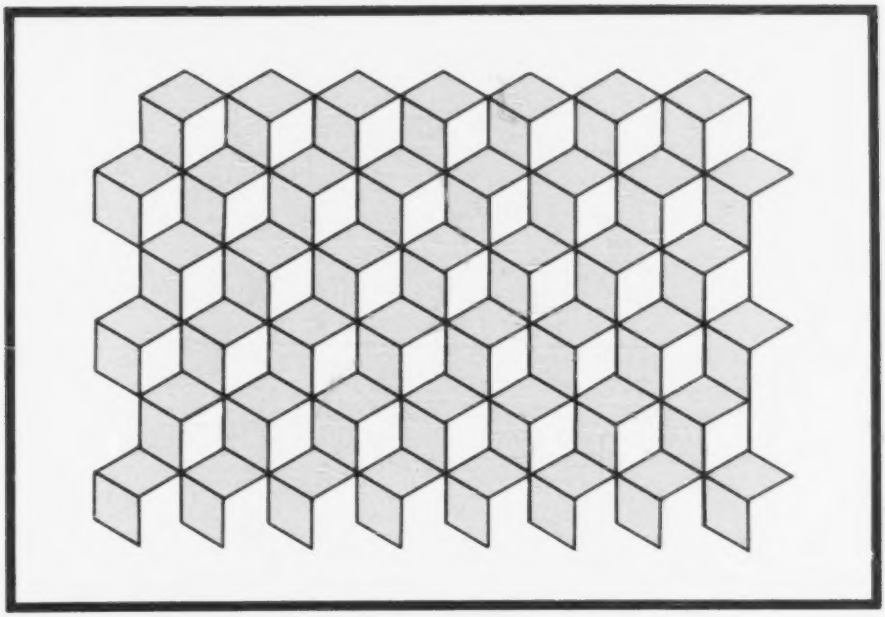
1987

AMS Office Salaries Report



Salary averages and ranges for 20 "benchmark" clerical positions

Administrative Management Society, Willow Grove, PA

AMS
1987
Office Salaries Report

Salary and benefit information
for office employees
in the
United States and Canada

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Map of AMS Chapters in United States and Canada

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1 Bridgeport, Shelton, Trumbull, New Haven, Fairfield, Stamford, Norwalk, Westport
2 Des Plaines, Schaumburg, Deerfield, Oak Brook, Elmhurst
3 Davenport, IA; Moline, E. Moline, Rock Island, IL
4 Grand Rapids, Big Rapids, Wyoming, Muskegon, Zeeland
5 Norristown, Ambler, King of Prussia, Harleysville
6 Newark, East Orange, Summit, Clifton, Elizabeth, Morristown
7 Raleigh, Durham, Henderson
8 Stamford, Old Greenwich, Wilton, Danbury, Darien

AMS Management Information Committee

OBJECTIVES

To provide up-to-date information on various aspects of management through survey activities and to disseminate this data through appropriate society committees and members; and to make this information available to other professional organizations, managers and educators.

The AMS salary survey data shall reveal trends and the going job rate for comparable jobs in the business community.

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Introduction

The AMS Management Information Committee is pleased to present the results of the 41st annual salary survey of office employees. This survey is made possible through the cooperation of the network of AMS chapters in cities throughout the United States and Canada. Input has been provided by AMS member and non-member companies through the efforts of a salary survey coordinator in each of the participating chapters.

The findings present salary and benefit information for 20 key "benchmark" positions considered to be the most common for all types and sizes of companies. The jobs surveyed include 17 clerical and three word processing positions.

This directory reports weekly salary data in effect on January 15, 1987, and covers 184,515 office employees in 2,512 companies in 98 cities in North America.

For each job the data includes the weighted average of weekly salaries paid, number of employees reported, number of companies reporting and the three quartile rates — first, median and third.

The quartile rates are a good indication of frequency distribution in the upper and lower range of salaries. See "Guide to Use of Survey Data" for details on the development of these figures.

Corollary information highlights latest trends in company policies on types of salary increases, merit budget percentages, paid vacations, and holidays. Data outlines benefits provided to employees and company policies in payment of group life insurance, major medical plans, hospitalization, long-term disability, dental insurance and optical care.

All AMS chapters that participated in this survey are provided with detailed salary and benefit information for publication of a local salary report. In many chapters these local reports are available and include salary information by type of business. To determine the availability of a local report for your city, contact Amelia Harper, AMS, 2360 Maryland Road, Willow Grove, PA 19090; 215-659-4300.

We welcome your comments regarding the format of this survey, the positions included, and other suggestions that will make the directory a more effective management tool for determining fair, competitive salaries, personnel policies and benefits for your employees.

Guide To Use of Survey Data

FOR YOUR INFORMATION

This survey presents weekly salary data for 20 "benchmark" office positions found in all types of business and industry throughout the United States and Canada, effective as of January 15, 1987.

TYPES OF BUSINESS

Five categories of business are reported in the survey: 1) Manufacturing/Processing; 2) Banking/Insurance/Financial; 3) Retail/Wholesale Sales and Distribution; 4) Government Agencies (all levels); 5) All Others — Utilities, Education, Medical, Employment, etc.

CITIES AND GEOGRAPHIC REGIONS

Annual base compensation is reported for all types of business for most major cities (pp. 24-40) and for seven geographic regions — Total United States; Eastern United States; East Central United States; Western United States; West Central United States; Southern United States; and Canada. A breakdown of salaries by type of business in the five regions in the United States is included.

HOW SALARY DATA IS REPORTED

In addition to the average weekly salary data for each of the positions in the survey, this report gives the first quartile, the median, the third quartile, the number of companies reporting and the number of employees reported. This data is given for city, regional, business and overall breakouts.

COROLLARY INFORMATION

Corollary information precedes the salary data and reports overall personnel policies and practices for the U.S. and Canada. Data are given on paid holidays, vacations and company policies regarding payment of benefits.

VALIDITY OF FIGURES

Although rates have been computed for all data reported, it should be recognized that a small number of responses for any given position cannot be considered a meaningful sample. An audit procedure has been used in the city statistics to delete figures that are not statistically sound. However, this data has been accumulated by the computer and is included in national, regional, and type of business statistics.

USE OF THE SURVEY

The application of salary data and benefit information can serve the needs of AMS members and participating companies in many ways.

Some uses of the survey are:

1. Comparison of the company overall salary structure and/or specific jobs with community or area salaries, including a breakdown by type of business.
2. Comparison of company minimum rates with survey data. (See "Explanation of Statistics" and "Applying the Information.")
3. Checking for validity of company-evaluated job rankings where rankings deviate substantially from ranking in survey data.
4. Appraisal of "going" rates as the basis for establishing company salary ranges in a new formal job evaluation plan.
5. Comparison of current company practices and policies with the information in the survey, particularly in the area of benefits and corollary information.

EXPLANATION OF STATISTICS

The four rates reported for all positions are explained as follows:

Average (Arithmetic Mean) — in computing the average (arithmetic mean) for each job, the total number of employees reported for each rate is multiplied by the rate. The results of each of these calculations are totaled and divided by the number of employees whose salaries are reported for the job.

Quartiles — A quartile is not an average — it is a position measure. It is an actual salary at the particular quartile position.

As contrasted to averages, quartiles are not affected by the high frequency of salaries at the extremes, either at the high or low end of a distribution. Because of this characteristic, quartiles present highly acceptable figures in salary surveys where job categories are subject to personal interpretation.

First Quartile — This is the actual weekly salary paid the employee whose salary is more than one quarter and less than three quarters of all the employees reported for the position.

Median (Second Quartile) — This is the actual weekly salary of the middle employee in the distribution. Half of the employees reported earn more; the other half earn less. In a perfectly balanced distribution, the median salary will be the same figure as the average (arithmetic mean). Generally speaking, when a substantial number of salaries are reported for a job and they have been placed in the correct classification (close conformance to position description), the median and average will be close.

Third Quartile — This is the actual weekly salary paid the employee whose salary is more than three quarters of all the employees reported for the job.

The salaries at the first and third quartile show the limits of the middle 50% of employees reported. Some refer to the spread between these salaries as an "effective salary range" for the job because the salaries at the extremes are disregarded.

APPLYING THE INFORMATION

Salary surveys must be used with great caution. A considerable amount of judgment is required in interpreting and evaluating jobs and salaries reported in the survey and making comparisons with your company's salary structure.

The job descriptions used in the questionnaire are basic. They are designed to enable the respondents to include a good sample of employees with similar duties. Therefore, you should not expect the salaries in your company to be the same as the survey figures. Each of your job descriptions should be carefully compared to the most similar one in the survey.

The rates paid do not include bonus pay. Employees are not included who are normally considered to be supervisors, who are part-time workers or trainees, or whose job is unusual or non-standard.

Other factors to be considered when making comparisons are the company location (ease of access), availability of applicants, working conditions, benefit programs, etc.

Non-supervisory office workers do not usually move from city to city for better pay. It follows, then, that you are only competing for this type of employee with other firms in your own city or industrial area. Many of these workers are not bound by industry lines so that you should consider the rates paid by all types of business in your area.

As mentioned previously, a small number of responses for any given position may not represent a sound sample. In this case, referring to position data for comparable cities, regions, and/or types of business may provide a more reliable picture.

Position Titles and Descriptions

A WORD PROCESSING OPERATOR - LEVEL B – Uses word processing equipment to input and edit typed documents with established quality and time standards. Equipment includes the use of standalone or shared-logic word processing system utilizing a terminal. May also perform some secretarial duties.

B WORD PROCESSING OPERATOR - LEVEL A – Uses advanced word processing equipment and/or functions to produce and revise complicated documents, such as lengthy technical and statistical reports from complex source information, including the retrieval of text and data. Incumbent is familiar with company practices; may also proof and edit own work.

C LEAD WORD PROCESSING OPERATOR – Leads the activities of lower-level operators. (Position *not* classified as supervisory.) Utilizes full scope of equipment capabilities to produce and revise complicated documents, such as lengthy technical and statistical reports, from complex source information, including the retrieval of text and data.

D ACCOUNTING CLERK - LEVEL B – Checks, verifies and posts journal vouchers, accounts payable vouchers, payroll, or other simple accounting data of a recurring or standard nature.

E ACCOUNTING CLERK - LEVEL A – Maintains a complete set of accounting records in a small office, or handles one phase of accounting in a larger unit which requires the accounting training needed to determine proper accounting entries; reconciles entries, prepares accounting reports, analyzes accounting records to determine causes of results shown, etc. May direct work of junior clerks or bookkeepers (excludes supervisors). May include accounts payable clerk, payroll clerk, etc.

F PAYROLL CLERK – Prepares input for each payroll including salary adjustments, special payments, tax allocations, and employee deductions. Codes and maintains all time sheets. Prepares payroll bank deposits, and audits and balances payrolls. Assists in preparation and payment of payroll taxes. Prepares appropriate journal entries for expensing of salaries.

G CASHIER – Receives funds from customers and employees, disburses funds, and records monetary transactions incidental to conduct of business. Counts money to verify amounts and issues receipts for funds received. Issues change and cashes checks. Verifies balances. Endorses checks and lists, and totals cash and checks for bank deposit. Prepares bank deposit slips. Withdraws cash from bank accounts and keeps custody of cash fund. Disburses cash and writes vouchers and checks in payment of company expenditures. May prepare bank-reconciliation reports.

H GENERAL CLERK - LEVEL B – Performs basic office or clerical duties on short assignments and tasks which are highly structured in accordance with established procedures. This is a higher-level position than a file clerk, involving a variety of routine and semi-routine duties.

I GENERAL CLERK - LEVEL A – Performs diverse clerical tasks requiring some analysis, judgment and a detailed knowledge of departments and/or company policies and procedures dealing with the incumbent's area of responsibility, such as claims operations, etc. Duties may require proficiency with one or more types of office equipment. Minimum supervision required.

J FILE CLERK – Performs general alphabetical and numeric filing, sorting and cross referencing. Locates and removes material upon request and keeps records of its disposition. Maintains and updates files according to an established system. May deliver files, copy material from files, and purge outdated material.

K MAIL CLERK – Sorts and opens incoming mail for distribution. Sorts, stamps and dispatches outgoing mail. May distribute and collect mail.

L SHIPPING/RECEIVING CLERK – Performs manual and clerical duties related to the receipt and shipment of goods. Maintains records and processes paperwork for goods received and shipped according to established procedures.

M PURCHASING CLERK – Draws up purchase orders. Verifies specifications of purchase requests. Searches inventory records to determine if material on hand is in sufficient quantity. Obtains prices and specifications. Compiles records, such as items purchased or transferred between departments, prices, deliveries, and inventories. Confers with suppliers concerning late deliveries. May verify bills from suppliers with bids and purchase orders.

N SECRETARY - LEVEL B – Performs a limited range of secretarial duties in a small company or for a supervisor in a larger firm. Duties may include taking dictation; transcribing from notes and/or dictation equipment; screening calls; making appointments; handling travel arrangements; answering routine correspondence; and maintaining filing systems.

O SECRETARY - LEVEL A – Performs an unlimited range of secretarial duties for middle management personnel or more than one individual. Composes and/or takes and transcribes correspondence of a complex and confidential nature. Position requires a knowledge of company policy.

P EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT – Performs a full range of secretarial and administrative duties for high-level member of executive staff. Handles project-oriented duties and may be held accountable for the timely completion of these tasks. Relieves executive of routine administrative detail. Position requires an in-depth knowledge of company practice, structure and a high degree of secretarial/administrative skills.

Q LEGAL SECRETARY/ASSISTANT – Performs secretarial and/or administrative support services for a legal department or firm. Position requires some knowledge of legal terminology. May perform legal-related research activities; may utilize word processing or computer equipment.

R SWITCHBOARD OPERATOR/RECEPTIONIST – Receives and directs incoming calls, greets visitors, performs basic clerical tasks.

S CLERK TYPIST – Produces draft and/or finished typed copies of documents from a variety of originators. Form and content usually follow standard guidelines. May perform other clerical duties of minimum difficulty.

T CUSTOMER SERVICE REPRESENTATIVE – Provides guidance and assistance to customers regarding problems with accounts or merchandise. Duties include searching records, investigating problems/complaints, policy interpretation, response preparation and adjustment, and correction of records.

Compensation-Related Information
U.S. & Canada

	Total U.S.	Canada
Basis for Compensation Rates	**Percent**	**Percent**
Internal Evaluation	13.3	14.8
Market Pricing	5.7	4.3
Combination of Both	78.0	79.1
No Answer	3.0	1.8
Type of Salary Increases		
Merit	52.6	21.7
General	5.4	14.8
Longevity	0.5	0.9
Merit & General	25.1	50.4
Merit & Longevity	8.1	1.7
General & Longevity	3.9	6.1
Equity	0.1	—
Other	2.1	2.6
No Answer	2.2	1.8
Approximate Percent of Salary Budget for Benefits		
Average	27.0	18.0
Do you have a Flexible Benefits Program?		
Yes	15.7	20.9
No	79.0	76.5
No Answer	5.3	2.6
Considering a Flexible Benefits Program?		
Yes	15.8	5.2
No	63.5	71.3
No Answer	20.7	23.5
Number of Paid Holidays		
8 or Under	27.2	2.6
9 Days	15.2	7.0
10 Days	25.4	27.0
11 Days	14.1	30.4
Over 11 Days	14.6	28.7
No Answer	3.5	4.3
Average Vacation Days Paid by Company	**Days**	**Days**
6 months	3	3
1 year	9	11
2 years	10	12
3 - 5 years	11	14
6 - 10 years	15	17
11 - 15 years	17	19
16 - 20 years	19	21
20+ years	21	25
Vacations Carried	**Percent**	**Percent**
Yes	37.0	37.4
No	60.0	59.1
No Answer	3.0	3.5

Benefit Information and Policies on Salary Administration

This year all participating companies were asked to report on a variety of benefits provided to office employees and company policies on payment of these benefits.

	PERCENT REPORTED						
	TOTAL U.S.	EASTERN U.S.	EAST CENTRAL U.S.	WEST CENTRAL U.S.	SOUTHERN U.S.	WESTERN U.S.	TOTAL CANADA
PENSION PLAN							
Paid by Company in Full	66.7	71.3	70.3	65.7	62.2	57.8	29.6
Paid by Employee in Full	0.8	0.7	0.4	0.5	1.2	1.9	1.7
Company/Employee Share Cost	14.0	12.3	14.0	15.3	15.9	11.9	56.5
Do not have	18.5	15.7	15.4	18.4	20.7	28.4	12.2
GROUP LIFE INSURANCE							
Paid by Company in Full	68.4	70.5	74.7	69.0	58.0	65.3	49.6
Paid by Employee in Full	1.7	1.2	0.7	2.4	2.4	2.6	3.5
Company/Employee Share Cost	24.8	23.2	21.6	23.4	33.7	24.3	43.5
Do not have	5.1	5.2	3.0	5.3	5.9	7.8	3.5
HOSPITALIZATION							
Paid by Company in Full	44.0	52.7	45.6	36.1	39.4	44.8	53.9
Paid by Employee in Full	1.1	1.0	1.1	1.5	0.7	1.1	6.1
Company/Employee Share Cost	50.0	43.3	49.3	55.3	53.0	50.7	21.7
Do not have	4.9	3.0	4.1	7.1	6.9	3.4	18.3
SURGICAL BENEFITS							
Paid by Company in Full	43.2	52.0	45.4	35.4	38.5	42.5	51.3
Paid by Employee in Full	0.8	0.8	0.5	1.3	0.5	1.1	3.5
Company/Employee Share Cost	49.3	41.8	48.2	55.1	52.3	51.9	20.0
Do not have	6.6	5.3	5.8	8.2	8.8	4.5	25.2
MAJOR MEDICAL							
Paid by Company in Full	43.8	52.7	44.3	36.7	39.7	44.0	57.4
Paid by Employee in Full	0.7	0.3	0.7	1.3	0.5	1.1	1.7
Company/Employee Share Cost	49.7	41.8	49.3	56.4	52.0	51.1	26.1
Do not have	5.7	5.2	5.7	5.7	7.8	3.7	14.8
LONG TERM DISABILITY							
Paid by Company in Full	53.6	58.5	50.5	55.3	52.0	48.5	53.0
Paid by Employee in Full	9.3	7.7	8.3	10.0	11.4	10.1	19.1
Company/Employee Share Cost	18.3	15.0	20.8	15.7	21.1	20.9	20.9
Do not have	18.8	18.8	20.3	19.0	15.4	20.5	7.0
DENTAL INSURANCE							
Paid by Company in Full	33.1	34.8	37.5	29.7	25.9	38.4	54.8
Paid by Employee in Full	3.7	2.7	2.3	3.6	5.5	6.3	1.7
Company/Employee Share Cost	33.9	31.7	32.7	34.9	35.9	36.6	28.7
Do not have	29.3	30.8	27.6	31.8	32.8	18.7	14.8
OPTICAL CARE							
Paid by Company in Full	9.1	9.3	9.4	7.1	5.5	17.9	37.4
Paid by Employee in Full	1.9	1.8	2.1	0.9	1.4	4.1	0.0
Company/Employee Share Cost	8.7	7.3	9.4	10.4	6.4	10.1	13.9
Do not have	80.4	81.5	79.2	81.6	86.7	67.9	48.7

The following are other general benefits and salary administration policies.

Job Evaluation Plan	61.1	60.3	60.4	65.9	58.4	59.0	62.6
Merit Rating Plan	57.3	60.8	54.6	57.5	58.2	53.4	53.0
Salary Progression Based on Seniority	10.7	10.2	11.7	11.1	11.2	7.8	23.5
Salary Deferred 401K Plan	49.0	47.3	49.1	52.6	48.9	45.5	—
Individual Retirement Accts. (IRAs)	13.7	15.7	14.1	14.2	13.3	7.8	5.2
Employee Savings/Thrift Plan	27.5	28.5	24.2	26.3	34.9	23.5	13.9
No Response	12.3	10.5	13.4	9.7	13.3	17.9	13.9

Overall Salaries by Position
1986 and 1987
U.S. Summary

	1987	1986	Percent of Change
Word Processing			
Lead Word Processing Operator	$358	$349	2.6
Word Processing Operator - Level A	309	302	2.3
Word Processing Operator - Level B	283	269	5.2
Secretarial			
Executive Secretary/Administrative Asst.	399	384	3.9
Legal Secretary/Assistant	367	365	0.6
Secretary - Level A	341	328	4.0
Secretary - Level B	305	289	5.5
Accounting			
Accounting Clerk - Level A	331	323	2.5
Payroll Clerk	327	318	2.9
Accounting Clerk - Level B	286	275	4.0
Cashier	242	236	2.5
General Clerical			
Purchasing Clerk	319	295	8.1
General Clerk - Level A	299	287	4.2
Shipping/Receiving Clerk	304	281	8.2
Switchboard Operator/Receptionist	268	257	4.3
Clerk Typist	269	253	6.3
General Clerk - Level B	259	248	4.4
Mail Clerk	240	234	2.6
File Clerk	225	214	5.1
Customer Service			
Customer Service Representative	325	317	2.5

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

TOTAL UNITED STATES

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	283	359	358	286	331	327	242	259	299	225	240	304	319	305	341	379	367	268	269	325
FIRST QUARTILE	241	291	321	241	281	281	201	221	251	191	201	241	261	261	291	351	321	231	231	271
MEDIAN	281	331	351	271	331	311	231	251	291	211	231	291	311	301	341	393	361	261	261	321
THIRD QUARTILE	311	331	393	321	361	371	281	291	331	251	271	351	361	341	381	438	413	291	301	381
NO. COMPANIES	681	402	525	1553	1615	1246	572	1157	1359	824	1162	817	936	1336	1710	1806	413	1811	794	950
NO. EMPLOYEES	3254		1158		9584		4648		23185		4104		2257		24894		2190		10373	
		4423		9856		2838		18391		5327		2981		20990		11757		4648		10748

CANADA (Reported in Canadian dollars)

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	400	403	481	375	442	448	334	352	386	314	326	407	437	395	435	471	408	363	370	464
FIRST QUARTILE	361	351	501	331	393	381	301	301	361	271	271	341	393	371	413	476	381	311	341	381
MEDIAN	381	413	501	371	476	476	301	351	381	321	321	413	476	393	438	476	413	371	381	501
THIRD QUARTILE	476	438	501	413	501	501	351	413	413	331	361	476	501	413	476	501	438	381	381	501
NO. COMPANIES	19	29	24	77	83	74	24	47	59	27	40	34	37	68	77	72	11	91	40	43
NO. EMPLOYEES	88	101	66	347	443	443	91	608	1220	134	88	69	73	884	727	275	25	207	626	274

	WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T

EASTERN UNITED STATES

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	292	329	370	290	327	330	223	268	298	232	238	294	320	310	350	401	375	273	276	323
FIRST QUARTILE	261	291	321	241	271	271	191	221	251	201	201	241	271	271	311	351	331	241	231	271
MEDIAN	281	321	361	281	311	321	211	261	291	221	231	291	311	321	351	413	393	271	281	311
THIRD QUARTILE	331	361	413	341	371	381	231	311	341	261	261	351	361	341	393	476	393	301	331	371
NO. COMPANIES	154	186	112	374	404	314	136	281	336	192	288	212	236	347	435	474	105	442	223	250
NO. EMPLOYEES	878	676	222	2244	2317	630	1277	4146	4677	1146	1059	684	414	4974	6413	3140	650	948	2858	2537

EAST CENTRAL UNITED STATES

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	289	320	362	294	338	329	255	257	311	231	245	305	324	318	350	405	349	274	259	327
FIRST QUARTILE	251	281	321	251	301	291	201	211	261	181	201	251	271	271	301	361	301	241	221	281
MEDIAN	311	321	351	281	331	311	231	261	311	221	241	321	311	321	351	413	351	281	251	321
THIRD QUARTILE	311	351	413	331	371	371	301	291	341	271	281	331	361	361	393	476	381	301	281	361
NO. COMPANIES	157	178	117	374	381	301	133	283	331	198	275	188	243	316	414	417	82	421	200	243
NO. EMPLOYEES	717	825	239	2054	1978	695	1029	3845	6469	1204	979	581	510	4772	4989	2390	415	1070	1240	2659

WEST CENTRAL UNITED STATES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	263	294	348	272	328	319	247	241	285	215	229	300	311	294	335	392	364	259	257	319
FIRST QUARTILE	221	261	311	231	281	271	211	211	241	181	191	231	251	251	281	341	311	221	221	261
MEDIAN	251	291	341	271	321	311	231	231	281	201	211	271	291	291	331	381	361	251	241	311
THIRD QUARTILE	291	321	381	301	371	351	281	261	321	241	251	351	351	331	381	438	413	291	281	381
NO. COMPANIES	170	178	123	367	365	273	141	270	309	206	272	190	207	297	386	393	95	417	177	194
NO. EMPLOYEES	639	579	211	2425	1856	616	736	4627	3844	1143	922	550	444	3632	4315	1977	397	911	1766	1851

SOUTHERN UNITED STATES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	273	294	343	275	325	319	240	270	293	223	237	294	302	295	327	386	335	258	274	325
FIRST QUARTILE	221	241	321	241	281	281	191	231	251	191	201	231	261	261	281	331	281	221	251	271
MEDIAN	261	281	331	261	321	311	231	261	281	211	231	281	291	291	321	381	321	251	271	321
THIRD QUARTILE	301	311	361	301	361	351	281	291	331	241	261	321	331	331	361	438	371	281	291	381
NO. COMPANIES	120	161	102	275	287	237	120	206	252	149	214	144	161	253	314	337	90	336	130	163
NO. EMPLOYEES	631	1502	342	2074	2256	675	1416	4719	6245	1339	778	766	472	4815	6559	2850	416	1018	3408	2699

WESTERN UNITED STATES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	309	313	391	317	346	366	294	263	313	234	267	345	368	308	353	422	422	294	274	337
FIRST QUARTILE	271	281	341	251	311	311	251	241	281	211	231	281	311	271	311	393	351	261	261	281
MEDIAN	261	301	371	291	341	361	281	251	301	221	251	331	351	301	361	413	438	291	261	311
THIRD QUARTILE	341	321	438	351	371	413	321	281	341	251	301	413	413	331	371	476	501	301	281	381
NO. COMPANIES	85	99	74	163	179	121	42	117	141	89	113	83	89	123	161	185	41	195	64	100
NO. EMPLOYEES	393	841	144	1059	1177	222	190	1554	2050	495	366	400	217	2797	2619	1400	312	697	921	1002

Summary of Weekly Salary Levels for the Twenty Positions in the United States

This table summarizes the salary levels for all of the participating companies in the United States. The data reflects the total number of employees reported by position titles at the various levels of weekly compenation rates.

An "A" has been placed to the left of the number of employees that fall in the salary level representing the average weekly salary of all the employees reported in that particular job category.

For easy reference, the shaded figures for each job category indicate the number of employees by consecutive salary levels that represent the range from the first quartile to the third quartile inclusively (the middle 50%).

For example, by referring to the position of Accounting Clerk A you can determine that of a total of 9,584 employees reported, 913 received a weekly salary between $326 and $335, and the average of $331 falls within this range. The shaded area covers the salaries between $276 and $365, which includes the first quartile rate of $281 and the third quartile rate of $361.

This procedure can be applied to each position in the survey.

WEEKLY SALARY LEVEL	A WORD PROCESSING OPERATOR	B SENIOR WORD PROCESSING OPERATOR	C LEAD WORD PROCESSING OPERATOR	D ACCOUNTING CLERK - LEVEL B	E ACCOUNTING CLERK - LEVEL A	F PAYROLL CLERK
UNDER-165	15	1	-	30	4	2
166-175	11	5	-	54	2	14
176-185	26	3	2	69	9	3
186-195	30	8	-	127	16	37
196-205	105	14	2	261	38	20
206-215	83	28	2	401	64	40
216-225	295	51	3	616	119	51
226-235	118	107	3	678	162	65
236-245	158	114	22	642	236	77
246-255	225	107	21	651	277	88
256-265	239	195	20	699	434	121
266-275	298	191	25	712	471	133
276-285	A 242	1080	28	696	663	174
286-295	159	262	34	A 582	593	161
296-305	139	275	32	619	515	295
306-315	323	A 370	55	503	639	194
316-325	129	329	61	295	528	135
326-335	145	245	167	250	A 913	A 158
336-345	96	182	78	339	572	93
346-355	103	154	75	243	424	120
356-365	59	142	A 96	418	541	131
366-375	49	98	61	173	286	91
376-385	31	66	48	107	295	81
386-400	79	101	71	138	402	92
401-425	43	116	53	154	560	149
426-450	25	65	65	98	250	88
451-500	29	72	72	206	366	135
501-OVER	4	39	52	95	205	90
TOTAL EMPLOYEES	3258	4423	1158	9856	9584	2838

G	H	I	J	K	L	M	N	O	P	Q	R	S	T
CASHIER	GENERAL CLERK-LEVEL B	GENERAL CLERK-LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

NUMBER OF EMPLOYEES BY JOB RATE

G	H	I	J	K	L	M	N	O	P	Q	R	S	T	TOTAL NUMBER OF EMPLOYEES
318	414	88	265	126	33	4	17	2	–	–	38	59	23	1439
136	295	86	412	178	47	4	22	3	1	2	47	144	126	1589
292	401	97	402	256	41	11	35	4	1	1	73	144	61	1931
379	766	263	376	279	64	10	140	33	3	–	126	179	92	2918
407	1114	505	464	306	120	26	251	30	5	2	159	338	108	4275
427	1525	759	760	341	93	25	394	70	8	7	271	409	140	5844
318	1331	1005 A	488	359	137	48	528	194	17	12	271	646	260	6749
332	1413	954	330	365	151	95	631	491	21	12	308	663	250	7149
A204	1606	1117	293 A	355	155	98	1023	384	26	14	295	650	369	7838
239	1297	1136	251	294	122	101	1251	552	89	15	336	752	387	8192
179A	1495	1311	137	195	117	95	1418	758	85	39	416	1330	513	9796
164	1046	1601	394	172	111	106	1265	961	137	84 A	250 A	885	495	9501
340	897	1720	230	167	262	141	1235	1483	152	68	428	767	782	11555
123	1385	1570	200	205	109	139	1113	1540	210	84	483	378	555	9885
153	582A	1399	106	79 A	143	111A	2005	1450	309	100	281	450	588	9631
138	462	1119	47	101	90	129	1155	1328	508	91	176	313	601	8342
85	973	1886	41	56	106 A	106	1598	1343	375	142	135	283 A	563	9169
57	301	885	28	43	200	95	916	1449	407	150	135	899	418	7861
73	193	913	19	45	90	82	1133A	1342	460	102	67	161	375	6415
41	148	830	14	32	139	84	884	1420	503	120	70	143	654	6201
39	193	771	11	30	117	68	1577	1398	539	106	64	166	332	6798
31	162	592	22	17	41	76	588	2101	549 A	97	43	119	338	5534
37	92	371	12	22	41	49	255	969	587	77	40	66	730	3976
28	188	624	11	23	47	62	424	1508 A	893	259	51	38	383	5427
39	388	661	3	21	83	82	337	1780	1708	167	37	56	588	7035
31	139	315	8	10	53	38	457	990	1233	120	25	11	307	4331
19	58	551	2	18	150	71	159	834	1454	192	13	32	484	4937
19	27	156	1	9	119	101	149	477	1474	136	6	13	236	3408
4648	18891	23285	5327	4104	2981	2057	20990	24894	11757	2190	4644	10093	10748	177726

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

TOTAL U.S. — Salaries by Type of Business

MANUFACTURING/PROCESSING

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	309	338	396	304	357	350	335	288	332	253	275	324	340	336	375	424	304	243	285	319
FIRST QUARTILE	271	291	331	251	301	291	261	241	291	211	231	271	281	291	331	391	261	231	231	271
MEDIAN	301	341	393	291	351	341	321	271	321	241	261	321	331	331	371	438	333	271	271	311
THIRD QUARTILE	341	371	439	341	413	413	393	311	371	281	311	371	391	371	413	476	439	311	311	351
NO. COMPANIES	112	140	84	488	502	422	90	319	394	150	255	269	359	368	500	496	82	533	174	310
NO. EMPLOYEES	240	341	153	1770	1745	752	131	1648	2343	292	529	561	844	2689	4052	2292	170	727	650	1443

BANKING/INSURANCE/FINANCIAL

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	273	300	346	259	312	314	226	235	274	205	219	254	299	285	330	392	965	258	235	304
FIRST QUARTILE	231	241	311	221	271	261	191	211	241	181	191	211	251	251	291	341	331	221	211	251
MEDIAN	271	321	351	251	301	311	211	231	271	201	211	241	291	291	321	421	391	251	231	331
THIRD QUARTILE	301	331	371	291	341	361	241	261	301	221	241	261	341	321	361	438	393	291	261	341
NO. COMPANIES	215	246	166	321	327	242	141	290	330	294	314	131	150	280	353	387	133	375	224	234
NO. EMPLOYEES	1050	963	315	1908	2249	455	2680	6816	8545	2343	1551	329	210	3753	4712	2491	933	937	2035	4933

RETAIL/WHOLESALE & DISTRIBUTION

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	284	351	375	267	322	305	200	255	314	223	235	309	304	304	345	334	364	260	266	307
FIRST QUARTILE	231	311	301	221	271	251	165	211	271	181	201	231	261	261	301	341	341	221	221	261
MEDIAN	291	351	381	261	321	331	165	251	301	211	231	241	301	301	351	393	351	251	251	301
THIRD QUARTILE	321	413	476	301	361	351	221	291	351	241	271	351	331	331	393	476	413	291	301	341
NO. COMPANIES	45	41	22	140	134	98	51	95	133	67	93	91	92	93	128	141	23	169	47	135
NO. EMPLOYEES	187	145	45	1330	561	411	468	1038	1923	148	282	445	284	640	1168	449	69	293	163	545

GOVERNMENT AGENCIES

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	281	293	341	292	325	309	282	275	310	248	267	306	308	305	335	396	341	267	283	342
FIRST QUARTILE	251	241	331	251	291	291	261	241	281	221	241	261	281	271	291	341	301	231	251	291
MEDIAN	271	291	331	291	331	301	281	241	321	261	271	291	291	301	341	393	321	261	271	351
THIRD QUARTILE	311	311	351	331	341	311	301	311	331	291	291	331	331	341	371	413	371	291	321	351
NO. COMPANIES	32	47	37	84	86	54	56	75	79	35	59	46	59	93	95	100	43	76	63	85
NO. EMPLOYEES	773	1677	236	1969	2043	495	521	4263	4037	1149	402	759	319	6357	5973	2228	224	572	5147	603

ALL OTHERS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	294	325	368	299	337	330	279	269	311	236	244	307	318	305	336	399	368	270	268	351
FIRST QUARTILE	241	271	321	241	281	281	231	211	251	191	201	237	251	251	281	341	311	231	231	291
MEDIAN	281	321	361	281	331	321	281	261	301	231	231	281	301	301	331	413	351	271	261	361
THIRD QUARTILE	331	361	413	341	381	381	311	311	371	271	271	361	361	341	381	476	413	301	301	413
NO. COMPANIES	277	328	219	540	565	440	234	379	429	278	441	280	286	512	632	684	135	661	286	251
NO. EMPLOYEES	958	1297	409	2879	2966	925	848	5036	6275	1395	1341	845	679	7551	9049	4290	1194	2210	2098	3374

WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T

EASTERN U.S. — Salaries by Type of Business

MANUFACTURING/PROCESSING — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	316	336	411	300	365	351	329	268	325	260	268	328	326	339	376	426	385	244	273	323
FIRST QUARTILE	281	301	361	251	311	281	251	241	281	221	231	251	271	301	331	391	351	241	221	251
MEDIAN	321	341	413	291	361	331	331	271	311	251	251	331	321	341	381	438	393	281	271	311
THIRD QUARTILE	351	341	476	331	434	438	393	331	361	291	301	371	371	381	413	476	413	311	311	361
NO. COMPANIES	27	36	22	132	139	117	37	100	115	45	73	92	111	102	139	151	24	140	53	107
NO. EMPLOYEES	123	97	39	544	496	252	51	382	617	92	167	178	196	777	1121	523	63	214	293	556

BANKING/INSURANCE/FINANCIAL — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	289	303	358	257	304	307	210	239	285	211	226	259	310	291	342	398	382	261	225	307
FIRST QUARTILE	251	271	321	221	271	261	191	211	251	191	201	221	231	241	301	351	371	231	211	261
MEDIAN	281	311	361	251	301	291	201	241	271	211	221	251	301	291	331	393	393	251	221	301
THIRD QUARTILE	321	321	361	291	331	361	231	261	311	221	241	301	361	321	371	438	393	291	241	351
NO. COMPANIES	47	53	30	62	71	52	31	60	71	62	66	23	34	71	82	93	33	79	61	56
NO. EMPLOYEES	365	249	79	398	744	104	983	1302	2038	515	380	44	47	1468	1969	966	257	151	605	1247

RETAIL/WHOLESALE & DISTRIBUTION — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	292	305	387	252	299	272	228	245	287	213	228	296	286	293	333	374	369	245	249	293
FIRST QUARTILE	251	281	361	221	271	211	181	211	251	171	191	221	251	251	301	321	321	221	221	261
MEDIAN	281	321	361	251	281	251	241	241	291	201	221	291	291	301	341	371	341	241	251	291
THIRD QUARTILE	321	321	413	281	321	321	261	281	331	231	261	351	311	321	381	438	413	271	271	301
NO. COMPANIES	9	12	2	35	37	27	13	24	32	20	27	28	21	23	34	36	5	44	13	27
NO. EMPLOYEES	13	19	2	331	124	63	67	196	181	43	76	203	49	116	249	127	16	52	36	180

GOVERNMENT AGENCIES — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	313	302	321	337	354	322	244	298	344	257	272	263	293	305	359	385	325	262	301	261
FIRST QUARTILE	281	291	291	311	291	271	231	271	331	221	251	231	261	271	331	341	321	211	271	261
MEDIAN	331	291	291	361	371	311	231	321	361	251	281	261	311	321	393	413	321	251	321	261
THIRD QUARTILE	331	311	341	361	413	351	261	321	361	291	291	301	331	341	393	438	321	301	331	261
NO. COMPANIES	3	5	3	9	12	6	4	9	10	5	7	7	7	12	12	12	4	8	10	1
NO. EMPLOYEES	94	11	4	424	199	15	15	1145	551	232	34	43	24	571	634	156	45	28	1537	1

ALL OTHERS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	279	346	372	292	322	333	262	269	297	239	237	288	336	315	344	396	375	276	257	368
FIRST QUARTILE	231	271	311	241	261	281	211	211	261	201	201	231	281	271	301	341	331	241	221	301
MEDIAN	271	341	361	281	311	321	251	251	271	231	221	291	321	321	341	393	361	281	251	371
THIRD QUARTILE	321	413	438	321	361	381	301	291	321	271	261	351	381	341	381	476	413	301	291	438
NO. COMPANIES	68	80	55	136	145	112	51	88	108	60	115	72	63	139	168	186	39	171	86	59
NO. EMPLOYEES	273	311	98	547	754	196	161	1121	1290	204	402	216	98	2042	2440	1266	269	493	382	553

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

EAST CENTRAL U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	304	344	372	314	362	367	342	287	342	261	278	332	353	339	375	433	390	286	280	334
FIRST QUARTILE	261	291	321	261	301	311	261	251	291	221	231	291	291	291	321	391	351	251	241	281
MEDIAN	301	361	371	291	361	361	321	271	331	251	261	321	341	331	381	438	393	291	261	331
THIRD QUARTILE	341	393	434	351	413	413	413	311	391	291	321	371	413	391	413	501	413	321	301	393
NO. COMPANIES	32	41	27	135	148	116	17	86	112	36	77	97	100	106	151	137	22	149	52	92
NO. EMPLOYEES	98	92	43	541	437	191	22	561	786	72	163	123	195	763	1161	718	42	196	127	413

BANKING/INSURANCE/FINANCIAL — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	254	249	342	250	301	295	233	218	255	194	216	251	276	274	318	366	343	257	228	302
FIRST QUARTILE	221	241	301	221	261	251	201	191	221	141	191	211	241	251	291	321	311	221	201	271
MEDIAN	251	241	341	251	291	291	221	211	251	201	211	241	281	271	311	379	341	251	221	301
THIRD QUARTILE	271	311	361	271	331	341	271	241	281	211	231	291	301	301	341	413	371	291	251	331
NO. COMPANIES	46	50	35	65	62	47	35	64	72	58	42	30	40	54	68	75	25	77	49	60
NO. EMPLOYEES	164	218	67	296	281	81	133	970	1442	491	287	95	83	577	661	456	63	179	333	1131

RETAIL/WHOLESALE & DISTRIBUTION — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	329	360	402	288	337	339	236	259	327	240	237	319	300	304	368	408	338	277	261	337
FIRST QUARTILE	291	351	351	251	311	301	191	221	291	231	201	241	271	261	311	361	301	221	211	291
MEDIAN	321	361	413	281	351	331	231	261	311	231	231	291	301	301	361	413	351	271	231	331
THIRD QUARTILE	351	413	413	331	361	371	271	291	361	261	271	393	321	331	413	476	371	331	291	393
NO. COMPANIES	11	9	6	35	31	25	10	24	43	18	20	20	21	22	36	17	6	40	12	28
NO. EMPLOYEES	53	92	20	448	174	57	49	689	1257	54	85	54	62	208	486	120	9	103	53	161

GOVERNMENT AGENCIES — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	310	334	344	311	333	305	338	291	317	274	288	328	329	350	363	402	348	298	264	351
FIRST QUARTILE	311	331	341	301	331	301	321	291	321	271	291	331	311	361	371	393	281	291	231	351
MEDIAN	311	331	341	301	331	301	331	291	321	271	291	331	311	361	371	393	361	291	271	351
THIRD QUARTILE	311	331	341	301	331	301	361	291	321	271	291	331	321	361	371	413	381	291	281	351
NO. COMPANIES	6	9	6	17	20	16	12	15	17	8	14	8	14	15	20	20	7	13	15	5
NO. EMPLOYEES	204	84	23	187	548	149	29	560	1155	484	106	143	40	1250	597	203	20	172	270	275

ALL OTHERS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	277	314	368	297	344	323	296	259	328	227	243	283	314	304	338	403	345	270	272	352
FIRST QUARTILE	221	281	331	251	281	271	251	221	281	171	201	221	261	261	291	351	301	231	231	281
MEDIAN	261	311	361	281	341	311	301	261	321	211	241	281	301	301	331	413	341	261	261	341
THIRD QUARTILE	311	351	413	351	413	371	321	291	381	251	271	331	361	341	381	438	371	301	301	413
NO. COMPANIES	62	69	42	122	128	97	59	94	90	68	102	63	68	119	139	148	22	143	72	58
NO. EMPLOYEES	195	339	86	584	538	217	196	1074	1828	373	338	190	150	1974	2084	893	282	420	457	679

WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T

WEST CENTRAL U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	303	324	396	310	360	341	358	290	333	247	296	330	343	352	385	431	406	284	338	376
FIRST QUARTILE	261	281	311	251	291	231	321	241	281	211	231	261	281	291	331	381	361	241	251	271
MEDIAN	301	321	393	291	361	321	321	261	311	241	281	331	321	341	391	438	393	271	301	331
THIRD QUARTILE	351	371	501	341	413	393	381	311	361	271	321	393	393	413	438	476	476	311	476	371
NO. COMPANIES	33	31	15	112	121	97	17	76	92	44	60	53	79	91	115	104	19	129	43	74
NO. EMPLOYEES	65	62	15	391	428	149	32	414	533	77	116	104	149	693	1135	495	30	166	123	249

BANKING/INSURANCE/FINANCIAL — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	252	246	333	254	309	313	223	233	274	197	209	236	314	273	312	377	337	243	221	318
FIRST QUARTILE	221	241	291	221	271	271	201	201	231	171	181	201	261	241	271	331	301	211	191	261
MEDIAN	241	271	341	241	301	321	211	221	271	191	201	231	311	271	301	371	321	241	221	321
THIRD QUARTILE	281	321	361	281	341	371	241	251	301	211	231	261	351	301	351	413	381	271	251	381
NO. COMPANIES	62	62	43	92	88	54	42	40	84	85	94	43	40	68	94	99	31	103	55	52
NO. EMPLOYEES	325	230	79	586	460	97	470	2157	1616	711	499	121	51	635	906	425	76	205	453	956

RETAIL/WHOLESALE & DISTRIBUTION — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	221	222	318	243	307	287	267	215	254	188	230	284	302	293	329	401	377	244	222	303
FIRST QUARTILE	191	181	301	221	261	241	201	165	181	171	201	241	251	271	301	351	321	201	191	221
MEDIAN	201	221	301	241	301	251	221	201	241	181	211	281	281	291	331	393	351	241	231	291
THIRD QUARTILE	221	251	361	251	351	341	371	251	311	211	271	311	381	321	361	476	438	271	241	351
NO. COMPANIES	10	4	4	24	23	16	11	18	25	12	19	20	16	18	25	26	7	26	7	18
NO. EMPLOYEES	52	7	6	129	78	19	13	84	148	22	46	65	29	67	125	72	12	40	9	80

GOVERNMENT AGENCIES — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	276	284	334	273	324	308	305	237	279	248	249	300	321	287	314	340	334	253	253	291
FIRST QUARTILE	251	271	331	231	281	281	281	211	251	231	221	261	281	251	271	341	291	231	241	241
MEDIAN	271	281	331	271	311	291	301	231	271	241	251	281	311	301	311	381	331	261	241	271
THIRD QUARTILE	301	311	351	301	361	331	341	261	311	271	271	321	341	331	361	413	361	281	271	321
NO. COMPANIES	9	13	9	28	23	21	18	25	23	7	16	14	19	26	27	31	14	25	20	5
NO. EMPLOYEES	38	103	30	572	272	139	82	787	619	36	44	73	49	938	586	171	55	123	564	48

ALL OTHERS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	279	301	360	272	325	309	269	241	284	245	234	330	274	279	320	377	374	261	271	324
FIRST QUARTILE	231	251	311	231	281	251	211	201	231	211	201	241	231	241	281	321	321	231	231	261
MEDIAN	271	301	351	271	321	311	261	231	281	251	231	281	251	261	311	371	371	251	261	301
THIRD QUARTILE	321	341	393	301	361	351	311	271	331	281	261	476	301	301	351	438	413	291	311	393
NO. COMPANIES	57	68	52	111	110	85	53	71	85	58	83	60	53	94	125	133	24	132	52	45
NO. EMPLOYEES	159	177	81	747	618	192	139	1185	928	297	217	187	166	1299	1563	819	224	377	617	518

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

SOUTHERN U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	293	327	373	278	339	330	318	283	321	227	244	314	319	310	349	399	391	273	256	355
FIRST QUARTILE	271	291	331	251	291	271	241	251	271	201	221	251	271	281	311	351	341	241	221	301
MEDIAN	291	311	371	271	331	331	311	281	331	231	241	301	311	301	341	393	371	261	251	341
THIRD QUARTILE	321	371	413	301	381	361	351	311	371	241	281	351	361	341	371	438	476	301	291	393
NO. COMPANIES	14	23	13	62	70	67	15	39	52	20	32	47	49	54	73	74	14	82	19	43
NO. EMPLOYEES	27	76	43	224	264	127	22	235	515	41	64	85	74	355	474	371	25	115	79	156

BANKING/INSURANCE/FINANCIAL — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	284	310	340	262	313	309	234	237	277	205	214	269	297	283	325	392	344	261	238	291
FIRST QUARTILE	231	251	311	231	281	261	201	211	241	181	191	211	251	251	291	351	311	221	221	261
MEDIAN	261	311	341	251	311	311	221	231	271	201	211	241	281	281	321	393	341	251	231	281
THIRD QUARTILE	261	341	371	281	341	351	251	251	311	221	231	311	311	311	361	438	371	291	251	321
NO. COMPANIES	35	40	26	56	56	36	25	52	64	51	56	20	19	53	61	59	25	65	34	41
NO. EMPLOYEES	77	101	46	416	474	123	420	1663	2639	419	250	62	38	722	423	374	54	158	209	1002

RETAIL/WHOLESALE & DISTRIBUTION — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	260	314	299	248	314	305	175	238	278	222	239	348	343	292	336	381	355	249	243	275
FIRST QUARTILE	241	241	231	221	261	261	155	211	41	181	201	241	271	251	281	331	341	211	211	241
MEDIAN	261	311	301	271	291	291	165	251	291	211	221	341	331	301	351	361	351	241	241	231
THIRD QUARTILE	291	361	341	271	351	331	165	251	301	231	271	476	411	321	381	476	361	271	271	311
NO. COMPANIES	14	9	6	20	21	16	9	11	17	9	16	15	12	21	16	23	7	28	10	11
NO. EMPLOYEES	29	15	9	284	133	35	118	61	141	13	57	131	30	191	172	90	29	55	49	53

GOVERNMENT AGENCIES — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	293	336	332	276	303	306	272	277	305	231	252	275	290	297	320	385	348	266	278	311
FIRST QUARTILE	221	291	331	251	291	271	261	251	281	211	231	271	271	261	281	321	281	231	261	271
MEDIAN	261	291	331	271	291	301	261	271	291	211	241	291	281	291	311	361	331	261	271	291
THIRD QUARTILE	271	291	331	291	341	311	261	291	341	281	281	281	291	341	351	413	413	271	301	341
NO. COMPANIES	7	15	13	19	21	15	13	19	20	10	14	10	11	21	23	24	12	22	14	10
NO. EMPLOYEES	241	953	127	472	377	174	365	1370	1278	448	155	335	161	1895	2762	1160	80	176	2500	214

ALL OTHERS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	293	325	346	295	345	330	274	300	302	235	245	290	301	295	332	407	320	253	273	351
FIRST QUARTILE	251	271	291	241	291	271	231	231	231	201	211	231	241	251	291	341	271	211	223	311
MEDIAN	301	311	341	291	341	321	281	291	281	221	231	271	281	291	331	413	301	241	261	341
THIRD QUARTILE	331	351	381	341	393	371	311	361	371	251	271	321	351	331	381	476	361	241	301	381
NO. COMPANIES	94	74	44	118	119	101	54	83	99	59	94	84	70	104	137	145	36	139	84	58
NO. EMPLOYEES	261	351	112	674	404	218	291	1340	1572	418	451	153	179	1652	2327	958	229	514	472	1272

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

WESTERN U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	302	349	405	301	347	353	266	292	334	291	284	303	356	329	376	448	444	277	292	305
FIRST QUARTILE	241	301	381	241	311	301	221	271	301	261	261	211	311	311	361	438	393	221	211	261
MEDIAN	301	361	413	291	351	351	221	301	341	301	281	311	351	341	393	438	438	281	311	291
THIRD QUARTILE	361	361	413	341	371	393	281	301	361	301	301	371	393	341	393	476	501	321	341	341
NO. COMPANIES	6	9	7	27	32	25	4	17	27	5	13	20	20	15	22	26	3	31	7	14
NO. EMPLOYEES	11	24	7	70	120	33	4	96	94	10	18	65	32	101	161	97	10	36	23	69

BANKING/INSURANCE/FINANCIAL

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	295	325	374	289	345	342	264	255	284	224	243	284	298	298	350	437	387	277	264	303
FIRST QUARTILE	271	281	341	251	311	321	251	231	261	211	221	261	281	271	301	393	321	251	261	291
MEDIAN	291	321	371	281	331	341	251	261	281	221	241	271	291	291	351	438	393	271	261	291
THIRD QUARTILE	321	371	413	321	381	381	281	271	311	241	261	301	331	331	393	476	438	291	261	341
NO. COMPANIES	25	41	31	46	50	31	8	34	34	38	36	15	17	34	48	55	16	31	25	30
NO. EMPLOYEES	94	165	44	214	490	50	74	724	913	277	135	36	21	351	353	268	83	144	435	497

RETAIL/WHOLESALE & DISTRIBUTION

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	293	320	420	296	353	354	353	302	335	239	260	324	306	380	427	431	469	273	371	350
FIRST QUARTILE	271	271	438	251	301	291	301	241	291	211	211	261	281	311	371	471	476	221	321	241
MEDIAN	291	311	476	281	351	331	371	261	331	231	241	291	301	413	439	438	476	271	413	291
THIRD QUARTILE	311	331	476	331	393	413	393	413	361	241	291	371	331	438	476	501	501	311	413	351
NO. COMPANIES	7	7	4	26	22	14	9	16	19	5	9	10	12	9	15	19	2	19	5	21
NO. EMPLOYEES	9	12	9	134	72	19	21	67	96	19	19	35	14	58	76	40	5	35	22	69

GOVERNMENT AGENCIES

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	277	331	364	278	332	367	299	255	303	230	279	362	347	290	348	409	364	258	302	444
FIRST QUARTILE	241	291	321	241	311	331	251	241	291	221	241	311	311	261	321	373	331	241	271	438
MEDIAN	271	311	351	271	331	371	281	241	301	221	251	351	341	301	361	413	351	261	291	476
THIRD QUARTILE	271	321	371	311	351	393	351	261	301	221	311	361	371	321	371	413	381	291	331	476
NO. COMPANIES	6	6	6	11	12	6	4	7	9	5	4	7	5	9	13	13	5	4	4	4
NO. EMPLOYEES	156	525	52	314	447	14	30	401	493	49	62	165	44	1703	1394	538	24	73	176	55

ALL OTHERS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	361	336	443	386	372	381	312	275	357	244	243	373	426	357	351	422	442	233	258	386
FIRST QUARTILE	241	231	413	291	311	301	241	211	251	201	231	251	351	301	291	371	331	201	231	331
MEDIAN	351	311	476	413	361	371	301	261	413	231	261	438	476	361	341	413	476	291	261	361
THIRD QUARTILE	438	331	501	476	438	476	331	331	413	271	341	476	501	438	413	476	501	311	281	476
NO. COMPANIES	30	37	26	93	83	45	17	43	47	33	47	31	32	56	51	72	14	76	23	31
NO. EMPLOYEES	183	115	32	327	248	102	51	266	357	103	143	99	86	584	535	457	190	406	165	302

WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T

EASTERN UNITED STATES

ALBANY, NY

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	273	273	360	281	318	315	212	215	285	233	204	327	306	296	318	367	349	272	225	297
FIRST QUARTILE	251	241	351	241	271	251	191	191	241	191	181	241	221	261	281	311	291	221	201	271
MEDIAN	261	271	361	291	311	291	201	201	281	231	191	361	301	291	331	371	351	261	221	291
THIRD QUARTILE	261	311	381	331	361	341	211	241	331	251	221	361	361	351	341	413	381	321	241	311
NO. COMPANIES	4	12	6	14	18	17	11	11	18	8	12	8	8	18	20	21	2	16	10	13
NO. EMPLOYEES	13	25	7	90	66	28	203	147	112	45	43	24	12	140	183	95	7	34	54	159

BALTIMORE, MD

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	295	310		295	328			241	294	236	215	279		295	356	430		246		
FIRST QUARTILE	251	281		241	291			221	251	211	181	211		271	331	393		221		
MEDIAN	291	311		281	321			241	261	221	201	251		291	351	438		241		
THIRD QUARTILE	311	341		331	331			251	321	241	251	331		321	381	476		251		
NO. COMPANIES	2	2		5	5			4	3	2	2	4		5	3	5		5		
NO. EMPLOYEES	4	10		12	39			21	11	6	6	6		38	45	25		6		

BINGHAMTON, NY

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	231	240	286	238	286	262	214	219	258	214	215	265	277	243	263	327		245	221	254
FIRST QUARTILE	201	221	241	201	251	221	201	191	231	191	181	221	231	211	241	281		211	201	201
MEDIAN	201	221	241	221	261	241	211	211	261	211	211	261	261	231	261	311		241	221	241
THIRD QUARTILE	221	251	361	261	291	291	221	241	281	221	241	301	311	251	291	361		261	241	301
NO. COMPANIES	4	4	4	14	16	16	11	16	14	10	9	12	15	9	19	21		16	7	15
NO. EMPLOYEES	9	26	16	43	50	29	88	75	83	32	16	24	20	53	119	70		28	160	100

BOSTON, MA

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	301	345	412	290	308	356	329	245	278	238	234	272	302	315	356	415	381	299	253	340
FIRST QUARTILE	271	311	393	241	281	281	301	231	251	211	221	251	271	291	331	371	341	261	221	301
MEDIAN	291	331	393	261	291	361	311	241	271	221	231	251	291	311	351	413	371	301	221	321
THIRD QUARTILE	321	393	413	321	321	413	321	261	291	251	241	291	321	341	381	476	413	311	281	351
NO. COMPANIES	6	8	4	17	16	13	2	11	17	7	11	6	4	15	18	19	10	13	4	8
NO. EMPLOYEES	65	40	12	91	276	21	4	205	593	136	78	13	8	295	270	277	52	26	20	59

BRIDGEPORT (GREATER), CT

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	357	383	399	340	390	346	332	318	347	222	269	305	370	365	383	436	381	303	306	381
FIRST QUARTILE	321	281	311	291	331	291	301	281	301	211	241	261	331	331	341	393	331	261	261	321
MEDIAN	361	311	321	331	393	351	301	311	331	221	271	301	341	361	371	438	361	301	301	351
THIRD QUARTILE	381	438	476	381	438	381	301	341	393	221	291	361	393	413	413	501	438	351	341	438
NO. COMPANIES	2	4	2	7	10	9	4	3	6	4	3	5	6	7	10	9	5	10	4	4
NO. EMPLOYEES	20	16	6	72	61	24	9	20	105	19	10	22	8	199	110	69	15	13	82	25

BUFFALO, NY

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	253	276	341	248	277	320	206	274	288	227	201	306	285	276	309	372		262	231	312
FIRST QUARTILE	211	241	291	201	251	251	181	211	241	211	171	201	241	231	281	311		211	181	211
MEDIAN	251	261	341	231	261	311	191	241	291	211	191	311	261	261	301	371		241	211	291
THIRD QUARTILE	271	321	361	291	281	413	221	301	331	251	221	413	371	291	331	413		291	281	393
NO. COMPANIES	6	9	8	30	34	27	11	20	28	12	14	16	24	20	29	35		38	19	21
NO. EMPLOYEES	30	17	8	74	235	37	314	75	166	17	27	43	31	190	215	101		60	127	137

HARRISBURG AREA, PA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	286	312	321	317	353	289	210	298	315	251	235	294	332	308	355	385	275	253	302	360
FIRST QUARTILE	241	251	291	281	291	221	191	271	271	221	191	231	291	271	311	331	221	201	271	271
MEDIAN	291	311	311	341	371	291	201	321	341	241	221	311	331	321	371	381	271	241	331	361
THIRD QUARTILE	331	361	361	361	413	331	211	321	361	291	281	351	371	341	393	438	331	281	331	438
NO. COMPANIES	19	18	13	32	44	27	10	35	34	18	32	22	23	36	44	48	8	48	24	19
NO. EMPLOYEES	161	52	14	624	300	79	176	1583	908	315	158	186	82	734	999	339	28	101	1542	197

HARTFORD, CT

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	263	302	341	262	324	308	273	249	266	211	239	299	309	313	367	427	378	269	229	323
FIRST QUARTILE	241	291	311	221	301	261	251	221	241	201	241	231	301	311	331	393	393	251	221	271
MEDIAN	271	311	361	261	321	311	251	251	261	211	241	281	311	321	351	438	393	261	221	311
THIRD QUARTILE	281	311	361	291	351	321	251	251	281	211	241	361	311	321	438	476	393	291	231	371
NO. COMPANIES	5	5	3	5	4	7	3	6	5	6	7	3	2	9	7	8	6	9	5	5
NO. EMPLOYEES	104	62	27	37	26	21	6	137	100	65	27	8	6	387	317	91	181	18	97	23

LANCASTER, PA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	313	308	338	272	311	309	275	229	274	256	231	280	305	296	311	351	341	263	250	325
FIRST QUARTILE	271	291	271	211	241	271	211	191	221	231	191	221	261	261	271	301	301	221	191	261
MEDIAN	331	311	361	261	271	311	251	211	261	231	211	271	281	301	301	331	331	271	251	311
THIRD QUARTILE	341	341	381	341	393	351	341	251	311	291	271	321	361	331	361	393	381	301	311	381
NO. COMPANIES	6	6	2	21	18	17	10	16	18	7	14	12	13	18	23	24	3	24	15	13
NO. EMPLOYEES	33	6	3	84	72	33	21	192	183	33	61	42	30	267	225	144	14	50	69	76

LEHIGH VALLEY, PA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	264	313	368	301	387	395	230	275	304	245	262	315	318	281	324	361	439	275	222	302
FIRST QUARTILE	231	251	311	231	311	301	231	211	261	211	191	261	261	241	271	311	438	231	211	231
MEDIAN	261	311	371	291	413	413	231	261	291	231	241	291	311	261	311	351	476	271	211	301
THIRD QUARTILE	291	371	438	341	438	476	231	311	321	251	311	371	351	321	361	393	501	311	221	351
NO. COMPANIES	8	13	9	22	26	20	11	16	19	7	19	19	18	19	30	30	4	21	11	17
NO. EMPLOYEES	23	35	15	124	83	60	84	113	121	8	61	36	28	138	229	172	6	32	38	185

MONTGOMERY COUNTY, PA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	299	284		237	318	323	247	226	250	203	234	287	282	293	345	399	427	254	237	331
FIRST QUARTILE	291	261		211	271	291	191	211	221	181	211	251	231	271	301	361	413	231	211	291
MEDIAN	301	261		221	311	311	191	231	241	191	221	291	271	291	341	413	413	241	231	331
THIRD QUARTILE	321	311		261	341	351	271	241	281	221	251	331	331	321	381	438	438	301	261	361
NO. COMPANIES	7	6		13	15	13	3	8	8	14	11	8	9	16	15	19	5	16	11	11
NO. EMPLOYEES	13	10		47	47	25	5	59	43	85	65	21	13	137	143	116	11	33	157	69

NEWARK (METRO. NJ)

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	268	320	380	282	327	317		223	270	214	242	331	309	308	369	444	362	271	233	316
FIRST QUARTILE	251	301	361	251	291	241		201	231	181	211	221	241	271	331	413	351	241	201	251
MEDIAN	261	321	381	271	321	311		221	261	201	241	271	281	301	371	476	351	261	221	301
THIRD QUARTILE	281	341	393	311	351	361		231	301	241	271	393	341	341	413	501	381	291	251	371
NO. COMPANIES	7	10	4	16	15	9		12	14	5	11	4	6	14	17	18	5	16	9	7
NO. EMPLOYEES	28	33	15	82	106	19		119	176	34	43	4	8	149	286	120	8	40	81	26

NEW YORK, NY

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	348	421	457	310	370	374	364	275	335	232	246	296	349	327	399	457	442	305	267	391
FIRST QUARTILE	321	351	413	281	331	351	291	261	311	201	221	221	311	311	351	413	413	251	241	301
MEDIAN	351	438	476	291	361	371	351	271	331	211	251	291	341	331	393	476	413	291	271	413
THIRD QUARTILE	371	501	501	321	393	413	438	291	361	261	261	351	393	341	438	501	476	351	281	413
NO. COMPANIES	8	17	8	18	21	16	6	13	18	11	17	10	9	19	22	24	8	22	14	2
NO. EMPLOYEES	111	55	23	89	148	23	7	248	496	47	53	17	9	153	520	208	24	34	65	4

	WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T

PHILADELPHIA, PA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	249	310	357	238	280	326	216	211	268	204	238	253	316	327	308	376	395	277	227	326
FIRST QUARTILE	221	241	331	221	231	301	211	191	241	171	201	221	271	231	281	351	341	231	201	271
MEDIAN	241	311	341	231	281	311	221	211	251	201	221	241	301	271	311	371	393	261	221	291
THIRD QUARTILE	281	331	361	241	311	331	231	221	291	231	261	281	341	501	331	413	438	321	251	438
NO. COMPANIES	7	6	9	17	17	13	8	11	11	14	16	7	11	16	14	19	4	23	10	8
NO. EMPLOYEES	47	29	13	98	147	29	30	125	138	42	37	30	19	253	278	300	71	49	74	53

PITTSBURGH, PA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	328	410	409	319	382	386	322	304	360	235	279	323	371	323	348	440	336	288	328	400
FIRST QUARTILE	301	351	351	271	311	301	241	251	301	191	231	221	291	251	301	413	331	231	241	331
MEDIAN	311	438	381	271	393	413	271	281	351	221	261	301	351	281	331	476	331	291	311	413
THIRD QUARTILE	361	476	501	413	476	438	438	361	438	281	311	438	476	371	381	476	331	341	413	476
NO. COMPANIES	11	9	6	24	23	18	7	20	23	9	19	12	15	23	30	24	6	26	9	17
NO. EMPLOYEES	38	65	7	89	91	48	13	125	209	29	42	19	26	146	556	147	82	39	24	151

PORTLAND, ME

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	293	328	357	254	298	329	259	259	268	205	246	277	314	300	333	374	373	274	255	335
FIRST QUARTILE	281	271	301	241	271	301	251	241	241	171	231	221	291	281	311	361	351	261	221	301
MEDIAN	291	301	351	251	291	321	261	251	271	171	251	251	301	301	331	381	371	271	261	331
THIRD QUARTILE	301	413	361	271	321	361	261	291	281	241	251	301	321	321	351	393	381	291	281	381
NO. COMPANIES	3	3	3	7	12	7	5	7	7	6	6	6	4	6	8	8	2	8	7	8
NO. EMPLOYEES	6	3	4	27	35	11	34	66	71	11	41	10	5	156	177	42	16	14	23	160

READING, PA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	266	271	361	253	322	314	306	251	286	206	223	294	319	279	317	360	361	258	230	303
FIRST QUARTILE	221	241	301	221	251	261	261	211	241	191	191	241	261	251	291	321	281	221	211	241
MEDIAN	261	261	321	251	301	301	271	241	271	201	211	271	301	271	311	361	393	261	221	291
THIRD QUARTILE	301	291	361	271	371	331	331	261	301	211	241	321	361	301	341	393	413	281	261	341
NO. COMPANIES	9	12	7	28	27	24	10	18	26	8	17	13	20	26	27	32	6	30	16	18
NO. EMPLOYEES	35	35	12	191	107	45	20	297	270	36	76	25	28	209	241	190	14	51	68	199

ROCHESTER, NY

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	254	292	286	240	306	301	219	231	275	210	249	317	301	298	317	358		272	212	297
FIRST QUARTILE	201	261	261	261	271	261	191	211	271	201	201	281	251	311	261	321		281	191	261
MEDIAN	271	291	271	281	311	281	211	211	271	201	231	311	271	321	331	361		291	211	301
THIRD QUARTILE	291	321	281	281	331	321	241	221	271	221	271	351	381	321	371	393		281	231	321
NO. COMPANIES	3	6	2	10	16	12	5	6	11	6	11	8	7	13	16	18		15	6	15
NO. EMPLOYEES	13	31	6	36	54	20	173	20	315	14	28	18	10	443	382	95		121	10	200

STAMFORD (SOUTHERN CT)

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	312	360	445	296	332	331		263	286	270	254	311	316	320	386	453	427	292	258	331
FIRST QUARTILE	281	331	413	281	291	291		241	251	241	231	271	271	281	351	438	393	261	231	301
MEDIAN	321	351	438	291	331	311		261	301	271	251	291	271	311	381	476	413	291	261	321
THIRD QUARTILE	341	393	476	321	361	361		291	311	301	271	351	301	351	413	476	476	321	271	361
NO. COMPANIES	4	5	2	12	12	8		9	11	6	10	7	5	10	17	16	7	13	4	6
NO. EMPLOYEES	17	28	10	55	96	16		37	91	14	32	37	6	129	316	164	23	64	17	34

SYRACUSE, NY

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	246	295	339	252	296	287	310	242	294	206	215	347	304	306	316	424	304	259	236	348
FIRST QUARTILE	221	261	311	231	271	251	241	221	261	181	191	321	291	251	301	371	241	251	231	321
MEDIAN	251	301	331	241	271	281	301	231	291	191	211	341	291	301	321	438	241	261	241	351
THIRD QUARTILE	261	321	341	271	321	311	351	261	321	211	231	341	321	341	341	476	341	261	241	381
NO. COMPANIES	6	6	3	8	8	7	5	6	7	4	7	3	2	7	8	9	3	8	6	5
NO. EMPLOYEES	20	14	4	65	48	16	7	107	146	51	30	21	9	91	52	29	4	24	12	196

WASHINGTON, DC

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	307	330	420	295	344	353	234	258	295	224	252	266	332	334	373	430	395	291	286	306
FIRST QUARTILE	261	271	381	241	311	311	211	231	261	191	221	231	321	311	351	393	371	261	241	271
MEDIAN	291	331	438	281	351	341	211	281	301	221	251	271	331	341	361	476	393	291	281	301
THIRD QUARTILE	341	341	476	321	361	371	271	281	321	231	281	301	351	361	413	501	413	331	321	331
NO. COMPANIES	17	17	9	32	29	18	9	19	23	16	25	18	19	25	34	41	10	38	12	20
NO. EMPLOYEES	60	67	9	136	166	26	53	300	252	72	90	58	33	572	602	242	48	70	77	353

WESTCHESTER, NY

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	297	355	380	298	343	342	261	252	313	259	249	286	327	324	387	437	414	292	281	332
FIRST QUARTILE	291	321	341	281	311	291	211	231	261	231	221	241	271	291	331	413	321	251	251	261
MEDIAN	301	351	381	301	331	361	241	251	311	251	241	281	311	311	381	438	476	281	281	341
THIRD QUARTILE	311	393	438	311	381	393	281	271	351	271	261	321	381	371	438	476	476	341	301	413
NO. COMPANIES	10	6	5	22	18	15	7	14	15	12	15	9	15	16	24	26	7	27	18	17
NO. EMPLOYEES	24	17	7	78	64	19	25	75	86	35	35	20	22	95	148	105	11	41	59	140

EAST CENTRAL UNITED STATES

BATTLE CREEK-KALAMAZOO, MI

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	312	302	391	355	359	367	247	293	341	300	270	365	350	341	351	397	322	293	258	344
FIRST QUARTILE	261	261	341	301	291	291	201	251	281	261	221	271	311	281	291	331	271	261	231	231
MEDIAN	321	301	381	351	351	341	231	281	341	301	271	371	341	321	341	393	311	301	231	321
THIRD QUARTILE	351	321	476	413	393	476	281	311	361	351	321	476	381	393	381	476	371	311	271	413
NO. COMPANIES	12	12	9	23	29	24	18	23	26	13	14	12	17	26	33	35	8	26	17	12
NO. EMPLOYEES	47	49	15	96	113	38	150	284	377	56	54	18	35	249	342	124	38	41	155	176

CHICAGO, IL

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	324	362	419	285	340	328	234	277	334	235	250	341	367	334	392	446	396	303	256	358
FIRST QUARTILE	291	321	393	261	291	281	211	241	291	201	221	221	321	291	341	413	361	271	231	311
MEDIAN	311	351	413	281	341	321	221	261	311	231	251	321	381	331	393	476	393	291	251	351
THIRD QUARTILE	351	413	476	311	371	361	241	291	371	251	281	476	413	371	438	501	438	331	281	393
NO. COMPANIES	12	21	15	28	26	17	7	22	20	14	25	10	11	27	34	33	5	36	12	13
NO. EMPLOYEES	92	149	50	122	120	22	156	348	980	72	104	33	20	267	491	210	19	89	76	113

CHICAGO (NORTH/WEST), IL

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	296	360	379	289	360	349	280	242	304	236	243	286	367	317	370	430	427	290	264	324
FIRST QUARTILE	261	321	341	261	321	301	231	221	271	171	211	241	291	291	331	393	361	261	221	301
MEDIAN	291	361	371	281	371	321	281	241	301	231	241	301	351	311	371	438	393	281	241	321
THIRD QUARTILE	311	393	438	311	393	393	321	261	331	281	271	321	438	341	393	476	476	311	281	351
NO. COMPANIES	10	13	11	32	30	20	6	22	19	13	22	16	15	27	30	31	5	28	12	15
NO. EMPLOYEES	30	36	13	179	134	34	11	402	413	54	67	27	28	253	292	248	8	40	30	144

CINCINNATI, OH

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	275	336	350	282	348	337	255	244	313	219	244	325	317	316	348	410	376	264	251	347
FIRST QUARTILE	241	301	301	231	291	281	191	191	241	181	201	291	281	281	311	381	301	221	201	291
MEDIAN	271	331	341	281	361	331	261	241	301	201	231	321	321	311	341	413	393	271	261	341
THIRD QUARTILE	301	381	381	341	393	381	301	291	361	241	291	371	351	351	393	438	438	311	301	438
NO. COMPANIES	20	15	7	42	41	30	8	38	40	19	34	15	27	33	45	42	7	40	21	21
NO. EMPLOYEES	60	101	14	183	141	64	65	517	786	68	110	26	48	461	707	340	11	82	143	122

A	WORD PROCESSING OPERATOR - LEVEL B
B	WORD PROCESSING OPERATOR - LEVEL A
C	LEAD WORD PROCESSING OPERATOR
D	ACCOUNTING CLERK - LEVEL B
E	ACCOUNTING CLERK - LEVEL A
F	PAYROLL CLERK
G	CASHIER
H	GENERAL CLERK - LEVEL B
I	GENERAL CLERK - LEVEL A
J	FILE CLERK
K	MAIL CLERK
L	SHIPPING/RECEIVING CLERK
M	PURCHASING CLERK
N	SECRETARY - LEVEL B
O	SECRETARY - LEVEL A
P	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.
Q	LEGAL SECRETARY/ ASSISTANT
R	SWITCHBOARD OPERATOR/RECEPTIONIST
S	CLERK TYPIST
T	CUSTOMER SERVICE REPRESENTATIVE

CLEVELAND, OH

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	289	295	294	277	329			266	353		224		315	297	346	399	426	281		
FIRST QUARTILE	201	291	231	241	291			211	321		211		281	231	271	341	101	231		
MEDIAN	231	301	251	271	301			261	361		211		291	281	311	413	476	291		
THIRD QUARTILE	331	331	311	291	341			281	393		211		371	341	438	413	501	321		
NO. COMPANIES	3	6	4	3	9			5	5		2		5	5	6	4	2	8		
NO. EMPLOYEES	4	9	4	7	13			8	11		4		6	19	22	16	3	8		

COLUMBUS, OH

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	300	314	357	289	326	304	260	271	312	254	248	321	307	340	355	385	318	275	261	328
FIRST QUARTILE	311	291	341	261	331	301	221	251	321	241	211	331	261	311	331	351	281	251	241	291
MEDIAN	311	331	341	301	331	301	251	291	321	271	251	331	311	361	371	393	291	291	281	351
THIRD QUARTILE	311	331	371	301	331	301	301	291	321	271	291	331	341	361	371	393	351	291	281	351
NO. COMPANIES	20	22	15	49	48	37	8	26	36	23	27	25	35	30	53	59	11	59	23	42
NO. EMPLOYEES	235	160	51	299	625	189	18	634	1149	364	225	171	59	1290	883	392	28	247	189	662

DAYTON, OH

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	250	272	294	286	361	323	289	257	265	191	219	280	300	291	304	365	330	257	260	354
FIRST QUARTILE	221	241	241	241	301	241	221	191	211	171	171	201	221	231	241	291	301	231	221	281
MEDIAN	221	251	281	271	361	311	271	251	241	171	211	281	281	281	291	361	321	241	231	351
THIRD QUARTILE	251	311	331	331	413	381	361	301	301	201	241	331	361	331	351	413	361	281	311	476
NO. COMPANIES	9	17	11	24	28	27	11	22	21	11	23	15	18	22	29	33	8	35	19	20
NO. EMPLOYEES	42	66	16	128	121	55	32	250	447	71	65	54	41	298	267	159	129	83	119	171

DETROIT AREA, MI

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	280	315	381	301	338	331	333	234	290	212	227	250	301	285	317	394	365	276	240	275
FIRST QUARTILE	251	291	321	261	271	291	271	201	231	201	191	201	251	261	281	341	341	241	211	241
MEDIAN	271	311	351	291	311	321	341	231	251	211	221	241	271	281	301	381	361	261	231	271
THIRD QUARTILE	311	331	413	341	371	381	381	241	341	211	251	251	311	301	331	476	381	301	251	301
NO. COMPANIES	6	7	6	16	10	14	9	10	13	10	14	8	13	15	16	17	5	17	11	8
NO. EMPLOYEES	18	17	10	60	27	22	125	242	152	128	40	19	24	141	152	95	17	80	65	103

EVANSVILLE, IN

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	209	315	283	271	311	347	208	223	270	207	236	293	326	268	313	357		267	253	308
FIRST QUARTILE	181	311	251	221	241	271	171	191	221	171	211	271	261	211	261	291		241	201	271
MEDIAN	201	311	251	261	291	341	201	221	281	191	241	311	341	271	331	381		281	241	291
THIRD QUARTILE	241	311	331	331	341	438	231	261	311	241	251	341	371	311	351	393		291	311	331
NO. COMPANIES	3	3	4	18	15	15	9	14	15	7	10	9	17	14	15	14		18	11	11
NO. EMPLOYEES	5	11	9	37	34	19	90	108	152	20	22	23	36	118	147	60		33	21	103

FORT WAYNE, IN

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	271	301	329	308	364	335	250	255	341	229	254	312	309	299	343	377	347	263	269	322
FIRST QUARTILE	221	281	291	271	321	271	221	221	291	181	211	261	271	251	281	321	291	231	221	261
MEDIAN	261	291	331	301	351	321	231	261	341	231	231	281	301	281	321	371	351	261	251	291
THIRD QUARTILE	301	331	341	341	413	413	271	281	393	241	291	371	321	351	413	438	393	281	281	381
NO. COMPANIES	10	12	7	27	25	22	14	19	25	13	21	16	16	24	30	23	4	24	17	17
NO. EMPLOYEES	28	34	14	295	193	51	61	257	586	82	50	52	73	286	309	87	7	68	84	188

GRAND RAPIDS (WEST MI)

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	275	330	373	300	350	343	231	261	305	216	246	324	331	304	341	396	343	276	278	337
FIRST QUARTILE	251	301	331	251	321	291	191	221	271	211	231	301	261	271	311	371	301	231	251	311
MEDIAN	281	331	341	311	361	351	211	261	281	211	231	331	341	311	331	381	351	281	261	311
THIRD QUARTILE	291	371	393	341	393	381	261	291	351	211	271	331	371	331	393	438	371	331	301	351
NO. COMPANIES	11	16	8	19	20	15	5	12	20	10	15	9	12	15	21	22	4	24	9	12
NO. EMPLOYEES	32	47	11	151	86	48	121	122	123	34	58	22	20	156	306	143	34	95	67	112

INDIANAPOLIS, IN

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	291	291	330	282	297	329	234	229	259	199	239	256	346	280	362	419	369	260	229	324
FIRST QUARTILE	211	241	281	231	251	271	191	191	221	171	201	221	281	251	291	351	331	231	201	241
MEDIAN	241	291	311	271	291	311	211	211	251	181	231	241	301	271	331	439	351	241	211	311
THIRD QUARTILE	291	331	361	281	321	361	281	231	291	211	251	291	476	291	413	501	413	291	231	371
NO. COMPANIES	15	17	10	40	42	12	12	31	33	27	35	22	25	32	40	49	11	39	19	24
NO. EMPLOYEES	57	73	15	306	196	36	83	352	374	156	113	69	69	552	542	514	106	77	106	4[illegible]

PORT HURON, MI

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	221			273	337	338	263	249	286	261	215	321	318	260	308	383		260	240	289
FIRST QUARTILE	201			231	291	291	211	221	241	221	191	311	241	241	271	311		231	211	251
MEDIAN	231			271	321	341	291	251	271	251	201	331	301	241	271	393		251	221	281
THIRD QUARTILE	231			331	381	361	291	271	291	281	241	341	413	241	361	438		281	241	321
NO. COMPANIES	3			11	13	9	4	5	10	3	4	3	5	8	8	9		12	4	6
NO. EMPLOYEES	3			35	37	14	9	23	52	4	6	5	7	51	58	17		13	8	47

ROCKFORD, IL

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	228	271	326	252	320	336	295	234	285	215	262	270	318	274	312	364		257	252	316
FIRST QUARTILE	211	231	301	221	271	291	251	221	251	211	231	231	281	271	291	341		221	221	291
MEDIAN	221	261	311	251	331	311	321	231	281	211	241	261	321	281	291	341		251	271	321
THIRD QUARTILE	241	291	351	271	351	393	331	261	311	221	291	301	341	281	331	393		291	281	351
NO. COMPANIES	8	8	4	16	20	14	7	15	21	10	10	13	14	13	24	17		25	8	16
NO. EMPLOYEES	19	30	7	43	48	15	19	78	183	19	13	27	27	123	132	56		47	78	55

TOLEDO AREA, OH

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	320	322	360	319	349	345	265	308	355	226	268	338	286	356	386	448	383	289	308	314
FIRST QUARTILE	261	291	321	271	331	311	181	271	321	165	181	301	231	331	371	413	351	251	291	281
MEDIAN	341	321	361	311	351	341	231	301	351	211	251	331	301	361	381	476	393	291	301	301
THIRD QUARTILE	341	361	413	381	371	381	331	371	381	281	311	361	341	381	413	501	393	331	331	371
NO. COMPANIES	11	8	6	26	26	24	15	19	27	13	19	13	13	25	30	29	5	30	17	24
NO. EMPLOYEES	35	42	7	113	90	55	90	220	382	74	48	33	18	508	259	129	10	77	95	192

WEST CENTRAL UNITED STATES

CEDAR RAPIDS, IA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	208	245	304	234	296	298		219	282	181	197		311	258	293	395		242	242	292
FIRST QUARTILE	201	231	201	211	251	261		201	261	165	165		281	241	271	361		181	231	201
MEDIAN	211	261	351	231	281	311		211	281	165	201		281	251	281	361		261	241	251
THIRD QUARTILE	211	271	361	261	311	321		241	301	191	211		311	271	311	438		281	261	351
NO. COMPANIES	3	2	2	4	7	5		3	4	3	3		2	4	3	4		4	4	3
NO. EMPLOYEES	6	9	3	22	21	7		57	36	22	17		4	16	51	9		7	74	14

DAVENPORT, IA (QUAD-CITIES)

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	272	312	371	341	353	367	242	287	325	219	289	310	360	316	408	448	420	309	275	355
FIRST QUARTILE	241	271	331	241	261	281	191	231	271	181	211	251	251	231	301	393	361	221	201	241
MEDIAN	251	311	351	311	321	351	221	261	321	201	261	271	341	281	476	501	413	291	221	281
THIRD QUARTILE	301	351	381	476	476	476	261	321	381	241	341	371	501	413	501	501	501	371	301	501
NO. COMPANIES	12	10	5	23	21	15	14	16	17	12	14	11	15	19	25	25	5	26	12	8
NO. EMPLOYEES	55	20	5	93	76	21	88	215	167	31	26	20	40	140	245	103	10	32	73	34

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

DES MOINES, IA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	261	290	337	272	306	300	241	229	272	202	213	258	299	290	324	375	340	260	243	296
FIRST QUARTILE	231	271	311	241	271	271	211	211	241	171	181	231	271	251	281	321	311	241	231	241
MEDIAN	271	291	331	271	301	291	241	221	271	191	201	261	291	301	331	371	331	261	241	291
THIRD QUARTILE	291	311	361	291	331	331	271	251	301	221	241	281	331	331	371	413	361	291	251	351
NO. COMPANIES	29	32	24	56	51	43	21	39	41	34	45	25	33	41	62	60	15	58	32	28
NO. EMPLOYEES	119	155	52	486	373	161	199	1398	1037	200	244	98	78	1009	856	284	46	181	463	487

KANSAS CITY, MO

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	242	293	358	271	347	319	286	223	263	199	219	251	307	290	339	416	369	265	237	300
FIRST QUARTILE	221	261	331	231	311	291	221	201	221	181	191	201	271	261	301	361	321	241	201	251
MEDIAN	231	281	351	261	341	291	271	221	251	191	211	231	281	291	341	413	361	261	231	301
THIRD QUARTILE	251	321	371	291	371	351	341	241	291	221	241	271	351	311	371	476	413	291	261	341
NO. COMPANIES	9	10	5	24	20	14	7	22	22	19	18	11	12	19	22	23	7	24	12	13
NO. EMPLOYEES	72	49	26	136	76	22	15	269	348	87	88	37	18	128	206	95	13	42	126	103

LINCOLN, NE

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	214	251	309	265	303	284	219	206	245	200	215	250	291	231	274	347	305	220	210	267
FIRST QUARTILE	191	221	271	221	251	251	201	181	221	181	171	201	231	201	241	301	251	191	181	211
MEDIAN	211	241	301	271	321	281	211	201	241	201	211	241	281	221	281	351	291	231	211	261
THIRD QUARTILE	231	271	311	311	341	311	231	221	271	221	241	281	321	251	291	393	321	241	221	291
NO. COMPANIES	16	21	12	35	29	19	15	26	29	18	28	24	17	25	30	39	7	42	17	17
NO. EMPLOYEES	87	58	16	229	159	28	146	364	417	60	46	55	19	294	347	139	30	112	57	65

MADISON, WI

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	261	293	338	244	297	288	234	223	257	194	204	291	307	275	322	389	355	255	226	272
FIRST QUARTILE	231	271	321	221	261	251	211	211	231	171	181	241	261	231	271	341	311	231	201	171
MEDIAN	251	331	351	231	291	281	211	221	251	191	181	281	311	261	311	393	331	241	221	171
THIRD QUARTILE	291	331	361	271	321	311	261	231	271	211	211	341	341	291	361	438	393	271	251	271
NO. COMPANIES	14	14	8	24	27	18	11	18	21	15	17	15	12	11	24	22	3	29	7	14
NO. EMPLOYEES	62	39	11	99	115	22	53	266	92	208	101	45	16	68	121	57	29	60	39	123

MID-MISSOURI

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	273	275	311	265	303	251	259	234	288	211	223	273	255	263	292	342	305	247	246	283
FIRST QUARTILE	241	231	261	231	271	201	211	211	261	181	201	261	231	241	261	311	291	211	231	241
MEDIAN	271	261	311	271	291	241	261	231	291	201	221	261	241	251	281	331	291	231	241	271
THIRD QUARTILE	311	311	321	291	311	271	301	251	321	231	241	271	261	281	301	351	331	271	251	301
NO. COMPANIES	5	4	4	9	11	9	7	8	11	6	7	6	8	13	11	12	3	13	8	4
NO. EMPLOYEES	11	50	4	382	188	42	64	597	366	60	54	18	93	378	368	219	18	45	184	55

MILWAUKEE, WI

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	289	327	364	310	381	370	320	320	356	241	275	397	344	345	373	435	337	245	306	398
FIRST QUARTILE	251	291	311	261	321	311	281	281	291	211	221	301	291	291	331	393	301	241	261	371
MEDIAN	291	301	371	291	361	351	311	311	331	241	251	438	331	321	361	476	321	281	311	413
THIRD QUARTILE	321	361	393	351	476	413	341	361	438	271	281	501	371	413	438	476	361	311	351	438
NO. COMPANIES	21	13	15	30	37	30	15	26	28	22	25	20	21	28	33	35	12	39	24	15
NO. EMPLOYEES	77	34	21	135	191	82	29	378	313	66	72	55	45	359	513	260	45	79	259	291

MINNEAPOLIS-ST. PAUL, MN

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	303	334	385	279	344	345	305	257	316	223	245	321	326	307	350	414	397	276	280	361
FIRST QUARTILE	271	291	331	241	291	301	271	231	281	201	211	251	271	281	321	371	361	251	241	301
MEDIAN	301	331	371	271	341	341	301	261	311	221	231	301	311	301	341	413	393	261	261	351
THIRD QUARTILE	321	371	438	301	381	381	301	281	351	241	271	381	361	331	371	476	438	301	311	393
NO. COMPANIES	25	32	13	59	64	39	9	34	46	26	45	32	29	52	68	63	15	73	17	36
NO. EMPLOYEES	43	69	19	222	251	67	14	194	277	80	105	76	40	328	522	276	97	138	77	280

MINNESOTA (SOUTHERN)

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	350	248		255	310	328	324	237	318	256	267	318	327	264	361	372	355	299	239	274
FIRST QUARTILE	321	211		221	261	291	311	171	271	241	191	241	231	241	301	321	301	231	181	231
MEDIAN	361	251		251	301	311	311	231	321	271	221	351	251	251	371	341	341	301	231	261
THIRD QUARTILE	381	281		271	381	381	381	321	371	291	351	381	413	301	413	438	413	341	291	291
NO. COMPANIES	3	2		10	10	7	3	9	10	4	4	5	4	6	9	4	3	9	5	7
NO. EMPLOYEES	11	3		32	41	7	6	43	70	148	8	10	4	53	53	6	15	20	120	20

OMAHA, NE

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	261			265	348	331			254		228		284	254	321	371		214		315
FIRST QUARTILE	231			241	271	311			221		221		231	221	271	331		211		261
MEDIAN	261			261	341	311			241		231		311	271	351	361		211		291
THIRD QUARTILE	261			271	371	381			271		231		311	271	351	381		221		351
NO. COMPANIES	3			5	6	4			5		3		3	3	4	5		6		4
NO. EMPLOYEES	4			14	14	6			9		3		3	18	17	16		9		10

PLATTE VALLEY, NE

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE				256	288	214	240	207	245	170	189	326	369	208	275	318		213		318
FIRST QUARTILE				221	201	191	211	201	201	165	171	301	261	201	271	261		181		291
MEDIAN				241	271	191	211	211	251	165	181	331	381	211	271	321		201		301
THIRD QUARTILE				261	271	191	231	211	261	181	191	361	413	211	301	371		201		381
NO. COMPANIES				6	5	4	4	4	6	2	4	4	5	5	6	5		8		2
NO. EMPLOYEES				16	23	20	7	12	21	3	10	6	11	57	31	7		16		7

ST. LOUIS, MO

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	278	298	339	264	352	335	303	227	275	201	231	344	309	313	343	393	411	266	252	331
FIRST QUARTILE	231	241	291	221	291	271	241	201	221	171	201	231	251	261	291	341	371	221	211	261
MEDIAN	281	271	331	251	351	321	321	211	261	191	211	291	301	321	341	381	413	261	251	331
THIRD QUARTILE	301	321	371	291	413	393	321	241	321	231	261	501	351	371	413	438	476	291	301	371
NO. COMPANIES	15	21	16	29	30	26	11	27	23	15	32	15	15	30	37	44	9	36	19	18
NO. EMPLOYEES	47	52	22	140	127	48	24	452	366	42	73	75	24	337	537	267	49	82	94	96

TOPEKA, KS

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	285	274	333	257	320	335	253	219	271	205	213	238	324	297	335	417	363	267	279	314
FIRST QUARTILE	221	231	331	221	281	331	211	191	231	141	191	211	281	271	291	341	341	241	241	271
MEDIAN	221	231	351	251	331	331	241	211	271	251	221	221	301	291	301	413	381	251	231	311
THIRD QUARTILE	241	321	351	281	361	351	251	241	311	221	241	231	381	311	341	476	413	291	321	311
NO. COMPANIES	1	7	6	10	10	7	7	6	11	5	6	3	7	7	12	12	3	9	6	6
NO. EMPLOYEES	3	15	9	65	59	17	14	81	76	1	25	6	9	72	114	32	5	26	45	14

WATERLOO, IA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	247	328	310	300	331	365	243	298	311	227	313	310	388	299	351	362	341	238	285	282
FIRST QUARTILE	221	231	241	261	251	281	171	241	261	171	231	271	301	241	301	341	301	181	241	221
MEDIAN	251	341	331	291	321	361	221	281	311	211	271	291	361	271	341	351	351	231	251	291
THIRD QUARTILE	271	381	341	331	413	476	241	321	341	251	476	321	501	321	393	393	381	271	311	321
NO. COMPANIES	5	6	4	21	20	16	10	19	21	10	7	8	13	15	20	20	3	23	9	11
NO. EMPLOYEES	19	11	7	75	46	24	35	118	84	25	13	24	24	89	110	63	17	29	57	75

A	WORD PROCESSING OPERATOR - LEVEL B	B	WORD PROCESSING OPERATOR - LEVEL A	C	LEAD WORD PROCESSING OPERATOR	D	ACCOUNTING CLERK - LEVEL B	E	ACCOUNTING CLERK - LEVEL A	F	PAYROLL CLERK	G	CASHIER	H	GENERAL CLERK - LEVEL B	I	GENERAL CLERK - LEVEL A	J	FILE CLERK	K	MAIL CLERK	L	SHIPPING/RECEIVING CLERK	M	PURCHASING CLERK	N	SECRETARY - LEVEL B	O	SECRETARY - LEVEL A	P	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	Q	LEGAL SECRETARY/ ASSISTANT	R	SWITCHBOARD OPERATOR/RECEPTIONIST	S	CLERK TYPIST	T	CUSTOMER SERVICE REPRESENTATIVE

WICHITA, KS

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																				
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	312	326	430	258	353	329	260	251	293	234	267	273	308	331	343	379	350	244	259	298
FIRST QUARTILE	231	271	361	221	301	281	201	221	261	201	221	231	221	281	301	311	291	221	241	251
MEDIAN	331	281	476	241	351	311	231	251	281	211	251	271	261	311	331	381	361	231	261	291
THIRD QUARTILE	371	381	501	291	381	371	321	271	311	251	301	281	371	438	381	413	393	271	281	331
NO. COMPANIES	9	7	6	22	16	17	5	11	14	11	14	9	11	17	20	22	9	18	6	8
NO. EMPLOYEES	27	13	11	279	116	42	40	181	145	89	37	20	16	286	224	145	22	39	96	47

SOUTHERN UNITED STATES

ATLANTA, GA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																				
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	319	331	347	272	318	337	334	236	295	214	221	268	300	293	345	405	395	288	248	303
FIRST QUARTILE	261	301	291	251	291	291	271	221	261	201	201	241	251	261	311	351	351	261	231	261
MEDIAN	321	311	351	271	311	331	321	231	291	211	221	251	281	281	351	413	381	291	241	281
THIRD QUARTILE	351	361	371	291	341	381	361	251	321	231	241	301	351	321	371	476	413	321	261	331
NO. COMPANIES	9	10	7	11	9	7	2	6	6	7	9	6	4	9	13	15	5	12	5	7
NO. EMPLOYEES	39	32	21	99	248	15	4	148	272	23	33	19	7	188	281	142	12	23	29	78

BIRMINGHAM, AL

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																				
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	263	284	360	278	290	307	201	320	284	188	214	294	312	258	282	340	374	235	212	313
FIRST QUARTILE	231	271	291	211	251	241	165	221	251	171	191	211	251	221	261	291	351	211	191	251
MEDIAN	261	291	331	241	281	281	165	321	281	181	211	231	271	241	281	311	371	221	211	331
THIRD QUARTILE	281	311	476	393	321	371	231	413	301	231	231	438	361	291	291	361	393	261	231	381
NO. COMPANIES	11	9	5	18	23	21	15	19	16	18	17	13	13	22	26	24	6	25	9	12
NO. EMPLOYEES	29	31	10	151	104	28	486	490	294	132	54	75	19	249	515	296	11	51	39	210

CHARLOTTE, NC

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																				
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	279	319	366	288	311	321	328	265	300	234	242	264	300	310	337	385	358	265	262	314
FIRST QUARTILE	281	321	361	241	261	281	311	231	261	191	211	231	281	281	321	371	341	241	251	291
MEDIAN	281	321	361	291	301	321	331	261	291	221	241	241	291	311	331	381	351	261	251	311
THIRD QUARTILE	291	321	361	321	361	361	331	301	351	251	261	251	321	331	351	413	361	291	291	331
NO. COMPANIES	4	4	3	14	15	15	3	11	11	5	11	6	7	14	16	17	5	19	9	8
NO. EMPLOYEES	24	41	17	93	110	31	6	158	435	7	30	8	11	228	290	76	31	42	42	55

COLUMBIA, SC

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																				
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	227	271		299	298	335	273	268	284	220	216	305	305	272	343	401		256	243	303
FIRST QUARTILE	201	241		251	291	311	241	211	221	191	181	241	271	251	291	351		221	231	261
MEDIAN	231	261		281	291	321	271	261	261	201	201	351	291	261	331	393		231	251	281
THIRD QUARTILE	231	311		351	311	371	301	321	351	261	251	361	321	291	381	476		281	261	351
NO. COMPANIES	3	2		7	7	7	3	5	8	4	5	5	6	8	11	12		12	3	8
NO. EMPLOYEES	7	5		14	23	10	9	285	304	6	37	5	11	171	220	54		41	6	404

DALLAS, TX

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																				
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	277	348	368	278	312	334	240	295	349	241	243	291	281	332	364	431	426	292	259	300
FIRST QUARTILE	261	291	281	241	271	291	211	261	311	221	211	251	271	301	321	381	381	261	231	261
MEDIAN	271	341	371	271	291	351	231	281	341	241	231	311	281	331	351	438	413	281	271	281
THIRD QUARTILE	301	371	438	301	341	351	261	321	393	261	271	321	291	371	413	476	476	321	281	331
NO. COMPANIES	11	12	8	19	19	19	8	16	19	15	18	10	8	16	21	23	11	27	9	11
NO. EMPLOYEES	63	51	11	191	219	50	55	463	287	199	57	13	122	228	247	183	24	76	49	132

FORT WORTH, TX

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	270	342	411	240	357	332	263	247	271	213	252	335		284	345	327	326	276	253	342
FIRST QUARTILE	251	271	321	231	301	251	241	221	231	201	211	331		241	271	311	351	261	231	311
MEDIAN	261	341	371	261	331	331	251	241	271	211	251	321		261	341	341	393	291	201	341
THIRD QUARTILE	261	343	476	301	393	371	311	291	311	241	271	361		331	413	476	413	311	321	438
NO. COMPANIES	3	7	4	6	14	5	4	4	5	5	5	7		7	9	11	1	15	6	7
NO. EMPLOYEES	14	27	4	31	57	8	13	72	133	55	14	35		38	94	71	5	52	161	111

GEORGIA (NORTH/WEST)

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE					328			289	344	251	259				291	337				337
FIRST QUARTILE					301			231	311	201	241				231	311				341
MEDIAN					301			231	321	251	241				231	311				351
THIRD QUARTILE					381			351	381	261	291				393	311				351
NO. COMPANIES					2			2	3	2	2				3	4				4
NO. EMPLOYEES					3			32	12	4	6				47	12				52

GREENSBORO, NC

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE		288	348	251	321	283	246	239	248	211	220	233	323	251	297	351	342	237	224	322
FIRST QUARTILE		261	321	221	291	241	201	221	221	201	201	211	291	231	271	311	301	211	221	291
MEDIAN		281	341	231	321	261	231	231	231	211	211	231	321	251	291	351	311	221	221	311
THIRD QUARTILE		311	393	271	341	321	261	261	261	221	231	231	341	261	321	381	361	261	221	361
NO. COMPANIES		6	5	9	8	8	4	7	10	4	6	4	7	10	11	13	3	12	5	6
NO. EMPLOYEES		62	42	24	28	31	28	137	114	38	19	9	10	205	245	149	16	63	26	21

HOUSTON, TX

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	340	372	425	326	387	368	285	259	321	216	286	405	406	334	401	439	446	286	232	339
FIRST QUARTILE	321	321	393	291	361	311	281	241	281	211	231	341	371	321	371	413	413	261	221	311
MEDIAN	331	361	438	311	393	361	281	241	281	211	261	413	413	321	393	413	438	261	221	331
THIRD QUARTILE	361	413	476	341	413	393	281	261	371	211	311	501	438	361	438	501	476	311	221	361
NO. COMPANIES	9	12	6	20	21	18	7	15	19	8	14	7	13	17	22	27	6	20	8	10
NO. EMPLOYEES	47	70	9	97	117	49	197	229	432	195	34	22	33	392	435	278	9	64	217	80

JACKSONVILLE, FL

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	243	264	292	241	306	320	250	232	264	194	212	379	328	268	320	359	326	244	241	281
FIRST QUARTILE	221	241	261	221	281	291	211	211	221	191	191	281	261	241	281	301	281	211	221	251
MEDIAN	251	271	311	231	301	311	231	231	261	191	201	413	321	261	321	341	311	231	231	271
THIRD QUARTILE	261	291	321	251	321	331	281	251	291	201	231	476	381	291	351	413	341	271	251	291
NO. COMPANIES	4	8	5	16	16	12	6	11	16	9	12	9	13	17	17	14	4	15	10	11
NO. EMPLOYEES	5	11	15	85	135	45	18	333	1060	128	46	99	30	263	276	94	16	38	65	204

KINGSPORT (EAST TN)

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	374			358	410			296	354		349		359	308	358	400		267		404
FIRST QUARTILE	393			361	413			171	271		311		351	241	321	371		211		413
MEDIAN	393			361	413			361	413		361		361	291	393	413		221		413
THIRD QUARTILE	393			361	413			361	413		361		361	393	413	438		301		413
NO. COMPANIES	3			2	3			2	2		2		2	3	4	4		4		3
NO. EMPLOYEES	13			24	25			20	30		4		4	17	15	7		5		78

KNOXVILLE (GREATER), TN

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	222	281	327	282	337	306	250	286	331	277	253	283	301	342	368	397	442	276	284	362
FIRST QUARTILE	221	281	331	281	341	301	211	291	341	281	251	281	271	351	311	351	438	221	191	281
MEDIAN	221	281	331	291	341	301	241	291	341	281	251	281	301	351	413	393	438	241	291	341
THIRD QUARTILE	221	281	331	291	341	301	271	291	341	281	251	281	331	351	413	438	438	281	351	438
NO. COMPANIES	5	8	2	7	10	9	5	6	7	6	5	6	4	8	9	9	2	10	4	7
NO. EMPLOYEES	132	790	96	63	88	57	18	185	127	122	14	122	6	281	126	26	10	16	10	61

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

LITTLE ROCK, AR

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	JOB CATEGORY																			
AVERAGE		324	363	293	333	330	300	321	305	349	300	265	342	354	341	431		309	315	376
FIRST QUARTILE		311	351	251	341	271	291	271	271	301	271	231	301	361	311	381		251	301	381
MEDIAN		311	351	281	341	301	291	271	291	351	291	231	351	361	351	476		321	301	381
THIRD QUARTILE		341	393	371	341	361	311	381	331	393	361	311	413	361	393	476		361	351	381
NO. COMPANIES		2	2	6	4	5	3	4	5	3	5	2	3	7	4	5		7	4	4
NO. EMPLOYEES		58	18	30	50	9	50	73	103	22	14	14	6	103	59	61		22	79	225

LOUISVILLE, KY

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	JOB CATEGORY																			
AVERAGE	217	302	275	252	345	328	211	242	280	208	243	256	334	261	294	397		224	239	318
FIRST QUARTILE	165	271	261	221	281	261	171	221	251	165	211	201	251	211	231	311		191	211	241
MEDIAN	201	311	271	221	341	311	201	241	271	201	221	251	341	241	231	413		191	221	311
THIRD QUARTILE	241	331	271	271	393	371	231	251	301	241	261	251	371	301	351	476		241	281	351
NO. COMPANIES	2	6	4	14	14	11	5	12	15	6	11	7	13	12	17	16		14	7	6
NO. EMPLOYEES	4	23	12	179	76	23	87	228	529	31	43	29	28	168	253	126		62	30	287

NASHVILLE, TN

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	JOB CATEGORY																			
AVERAGE	294	339	377	253	344	366	380	290			206	416		276	314	351		238	223	
FIRST QUARTILE	251	341	371	211	241	341	381	291			191	413		231	251	291		201	201	
MEDIAN	311	341	371	221	281	351	381	291			201	413		251	311	331		221	221	
THIRD QUARTILE	321	341	371	291	476	413	381	291			211	413		331	393	438		261	231	
NO. COMPANIES	2	3	3	4	3	3	2	2			3	2		4	5	5		5	2	
NO. EMPLOYEES	3	10	4	51	8	9	10	38			20	10		57	56	15		9	13	

NEW ORLEANS, LA

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	JOB CATEGORY																			
AVERAGE		358			333			260	326	209	243			267	325	367		281	246	
FIRST QUARTILE		331			311			241	301	201	221			241	291	321		231	221	
MEDIAN		371			321			261	321	201	231			251	311	361		241	241	
THIRD QUARTILE		371			351			281	351	201	241			261	341	393		311	251	
NO. COMPANIES		2			2			2	2	2	2			3	2	3		3	2	
NO. EMPLOYEES		3			11			20	45	5	6			9	19	25		6	10	

OKLAHOMA CITY, OK

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	JOB CATEGORY																			
AVERAGE		334	345	316	354	345	236	245	312	204	249	308	259	323	372	422	397	270	258	367
FIRST QUARTILE		281	311	291	321	311	231	231	271	181	211	191	201	291	321	381	341	221	211	261
MEDIAN		311	331	321	351	351	231	231	291	201	231	301	201	311	371	413	393	261	241	393
THIRD QUARTILE		361	393	341	393	371	251	251	331	221	261	351	271	351	438	476	439	291	291	438
NO. COMPANIES		5	3	8	7	5	2	5	8	3	8	2	3	7	11	10	5	8	3	3
NO. EMPLOYEES		10	3	57	30	9	14	134	151	17	25	9	4	84	70	35	6	15	44	84

ORLANDO (GREATER), FL

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	JOB CATEGORY																			
AVERAGE	274	296	318	280	317	292	243	237	313	224	230	268	275	295	329	390	292	256	281	352
FIRST QUARTILE	221	261	271	231	271	261	201	211	251	181	201	231	231	251	291	341	271	231	261	321
MEDIAN	251	281	321	281	331	291	221	231	331	211	211	271	261	281	331	393	271	261	281	381
THIRD QUARTILE	331	321	351	311	361	331	281	271	371	271	271	301	311	331	361	438	301	281	281	381
NO. COMPANIES	7	14	8	13	16	12	7	12	12	6	12	11	12	12	14	17	8	17	7	7
NO. EMPLOYEES	36	52	21	180	242	50	170	153	316	53	53	43	63	282	436	102	106	108	229	210

RALEIGH (RESEARCH TRIANGLE), NC

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	275	311	334	276	311	321	265	293	332	237	252	249	297	291	324	373	341	261	284	315
FIRST QUARTILE	261	281	311	261	281	291	201	261	291	221	231	221	281	261	291	331	301	231	261	281
MEDIAN	261	301	331	271	291	321	231	281	331	231	241	241	281	281	311	371	331	251	271	311
THIRD QUARTILE	291	331	341	291	341	351	301	321	361	251	281	281	351	311	351	413	361	301	301	331
NO. COMPANIES	7	13	5	20	19	16	7	9	11	8	12	12	9	18	20	20	4	27	5	10
NO. EMPLOYEES	93	119	7	335	284	64	72	801	491	71	135	124	31	1206	2203	808	4	70	2196	40

RICHMOND, VA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	262	329	359	246	293	288	284	234	260	210	220	266	298	270	311	374	319	267	247	273
FIRST QUARTILE	241	291	321	231	271	261	281	201	231	191	191	211	221	251	281	341	281	251	221	231
MEDIAN	261	321	351	241	281	281	281	241	251	211	221	261	301	271	311	381	301	251	251	251
THIRD QUARTILE	281	393	413	261	311	301	301	251	281	231	241	311	351	291	341	413	351	271	261	301
NO. COMPANIES	13	14	13	24	24	19	8	16	25	16	16	6	10	19	27	29	12	26	11	12
NO. EMPLOYEES	24	56	26	157	138	93	60	314	434	127	65	22	13	161	238	124	94	80	66	124

ROANOKE, VA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE				250	311	345	235	192	238	182	194	284	275	275	297	397	293	234	281	308
FIRST QUARTILE				211	271	321	211	171	211	171	171	261	191	231	271	311	231	211	211	271
MEDIAN				241	301	331	221	181	221	171	181	281	251	261	301	413	281	231	291	281
THIRD QUARTILE				271	351	371	271	211	241	181	231	281	311	281	321	476	321	241	341	371
NO. COMPANIES				4	4	4	3	2	5	2	3	3	3	3	2	5	2	5	2	3
NO. EMPLOYEES				9	6	5	9	20	84	8	3	4	8	12	17	11	42	16	3	10

SAN ANTONIO, TX

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	219			236	317	410	266	210	256		231	243	233	285	424	434		236	210	260
FIRST QUARTILE	201			211	251	341	231	201	221		201	201	231	241	413	413		165	191	221
MEDIAN	211			221	291	413	241	201	261		211	211	231	271	438	476		211	211	231
THIRD QUARTILE	221			261	311	476	311	211	291		261	311	241	321	438	501		281	221	281
NO. COMPANIES	3			4	3	3	3	4	3		2	4	2	3	2	4		4	2	3
NO. EMPLOYEES	6			11	4	3	15	28	46		6	6	6	26	10	13		16	7	71

TULSA, OK

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	279	312	382	283	359	332	251	248	295	226	234	278	297	291	306	409	377	247	241	355
FIRST QUARTILE	241	261	331	251	281	261	221	211	241	201	201	241	241	251	251	351	341	211	211	311
MEDIAN	271	311	361	261	361	331	251	211	281	211	231	261	281	291	281	413	351	241	221	331
THIRD QUARTILE	311	341	413	321	413	393	251	291	361	231	261	311	311	311	351	476	438	261	261	393
NO. COMPANIES	17	20	15	42	43	35	19	32	39	18	31	25	26	31	47	46	10	45	15	17
NO. EMPLOYEES	55	44	20	167	243	81	83	353	522	58	58	97	55	388	405	130	19	131	78	135

WINSTON-SALEM, NC

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE				236	284			201	257					245		309		243		
FIRST QUARTILE				221	231			191	231					211		271		211		
MEDIAN				221	301			191	241					251		301		231		
THIRD QUARTILE				261	311			221	291					261		341		251		
NO. COMPANIES				5	3			2	4					2		4		5		
NO. EMPLOYEES				6	7			5	5					7		13		6		

WESTERN UNITED STATES

DENVER, CO

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	330	346	438	323	373	334	269	277	417	317	253	296	332	271	343	390	402	268		369
FIRST QUARTILE	271	251	393	281	321	291	181	251	371	201	191	251	331	241	301	361	381	231		291
MEDIAN	321	351	476	301	351	301	231	271	438	211	261	281	331	271	311	381	393	251		341
THIRD QUARTILE	351	413	476	341	438	438	331	281	438	438	261	321	371	301	393	438	438	321		476
NO. COMPANIES	7	7	3	7	7	4	3	8	6	2	4	3	4	3	4	8	2	10		5
NO. EMPLOYEES	14	12	5	26	33	11	6	20	45	6	9	22	7	3	6	28	6	12		63

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

EL PASO, TX

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE		352		338	378	357	271	328	314	189	194	224	285		304	454		239	255	260
FIRST QUARTILE		281		231	311	311	251	211	221	165	165	165	271		271	361		211	181	241
MEDIAN		341		321	361	331	251	331	301	201	165	165	281		281	501		241	211	241
THIRD QUARTILE		371		413	476	476	251	351	381	201	191	251	291		311	501		251	241	291
NO. COMPANIES		2		6	5	4	2	3	4	2	4	5	3		3	2		6	3	3
NO. EMPLOYEES		4		16	10	5	5	8	11	3	8	14	5		4	3		9	11	14

EUGENE, OR

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	332		378	317	407	401	336	269	315				436	332	381	423		295		423
FIRST QUARTILE	281		341	271	381	331	331	251	281				393	321	331	393		231		361
MEDIAN	351		341	321	381	393	341	261	321				438	331	381	413		251		438
THIRD QUARTILE	371		393	341	476	476	341	281	321				476	351	438	438		341		476
NO. COMPANIES	3		2	4	7	6	2	3	4				3	5	7	4		5		5
NO. EMPLOYEES	8		4	11	31	7	6	7	48				3	22	17	10		6		23

LOS ANGELES, CA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	353	401	473	322	356	372	340	275	303	257	282	337	372	352	391	459	463	297	310	386
FIRST QUARTILE	331	361	438	281	321	331	311	241	261	231	251	281	321	311	341	413	413	291	261	301
MEDIAN	361	413	501	311	341	371	321	261	291	241	281	301	371	331	393	476	476	291	301	351
THIRD QUARTILE	381	438	501	351	371	393	351	331	341	301	311	413	413	393	438	501	501	301	381	476
NO. COMPANIES	8	10	10	14	13	12	3	11	16	10	12	6	11	13	16	19	6	16	11	8
NO. EMPLOYEES	31	15	14	66	48	22	27	52	72	38	18	33	21	96	183	156	6	253	102	115

PALO ALTO (SEQUOIA), CA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	330	428	451	308	337	381		264	341	249	259		337	362	402	453	453	319	274	322
FIRST QUARTILE	301	381	413	241	301	351		251	291	231	231		311	311	361	413	413	271	261	301
MEDIAN	331	413	438	311	311	371		261	311	241	241		311	351	393	476	476	311	281	321
THIRD QUARTILE	331	476	501	361	371	413		271	361	251	251		331	393	438	501	501	351	281	341
NO. COMPANIES	2	3	3	6	8	5		5	4	5	7		3	8	8	9	4	10	3	4
NO. EMPLOYEES	8	12	3	43	110	13		98	85	47	38		7	58	127	74	12	26	39	141

PHOENIX, AZ

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	274	298	350	261	339	390	262	245	291	219	254	350	317	310	332	404	380	254	245	319
FIRST QUARTILE	251	281	321	231	311	291	241	231	281	211	231	261	281	271	291	351	331	221	211	271
MEDIAN	271	291	341	241	341	393	251	241	301	221	241	311	301	311	311	413	351	251	231	311
THIRD QUARTILE	271	301	381	281	361	501	281	251	301	221	261	501	351	341	371	438	413	261	251	361
NO. COMPANIES	15	19	9	35	35	28	14	26	33	15	22	22	22	28	36	35	7	38	14	20
NO. EMPLOYEES	199	229	37	266	317	62	73	680	705	122	110	103	52	621	817	285	28	139	101	247

PORTLAND, OR

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	304	320	383	320	338	334	338	273	314	235	235	384	323	317	330	397	342	283	336	329
FIRST QUARTILE	261	291	331	261	281	281	271	231	281	201	211	281	251	271	281	331	301	251	241	291
MEDIAN	301	301	371	301	331	321	351	261	311	221	231	371	311	301	321	393	311	291	413	321
THIRD QUARTILE	331	361	413	413	393	393	393	291	341	251	241	501	371	341	371	438	351	311	413	351
NO. COMPANIES	10	9	6	19	24	16	4	14	18	9	11	8	11	11	18	23	2	22	4	8
NO. EMPLOYEES	24	21	9	76	42	23	16	190	179	24	28	17	12	88	86	64	5	25	23	23

SALEM AREA, OR

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	264	295	336	282	328	347	264	282	261	231	234	330	310	282	345	367	321	293	252	307
FIRST QUARTILE	261	271	271	261	301	241	251	261	251	231	181	301	291	261	321	395	291	241	251	251
MEDIAN	281	331	311	271	321	321	251	261	241	231	241	341	341	291	351	413	311	261	261	241
THIRD QUARTILE	281	321	371	311	361	413	281	261	281	241	261	361	351	301	371	413	351	291	251	291
NO. COMPANIES	4	7	6	10	10	5	2	8	13	3	5	7	5	5	11	15	2	10	4	5
NO. EMPLOYEES	10	369	11	408	229	10	31	149	318	10	5	115	9	1423	505	354	26	53	174	72

SAN FRANCISCO, CA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	389	393	465	332	392	376	361	297	349	240	294	251	366	378	413	452	465	302	288	339
FIRST QUARTILE	321	351	438	281	351	321	321	261	311	211	251	165	311	321	371	413	438	271	251	241
MEDIAN	381	381	476	331	393	361	341	281	341	231	281	231	341	381	413	476	476	301	271	351
THIRD QUARTILE	476	413	501	371	438	438	413	321	381	251	341	321	413	413	476	501	501	331	311	381
NO. COMPANIES	13	17	14	28	33	17	6	15	18	22	25	13	11	17	26	34	8	35	10	21
NO. EMPLOYEES	55	58	22	100	114	21	11	154	116	115	88	20	14	96	152	144	170	83	36	89

SAN JOSE, CA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	419	404		374	470	437		345		248	321	367	384	378	443	491		332	344	
FIRST QUARTILE	331	301		301	476	331		271		231	231	251	281	351	438	476		281	301	
MEDIAN	476	438		361	476	438		271		231	251	301	371	351	438	501		281	301	
THIRD QUARTILE	476	438		476	476	476		476		281	438	438	501	361	438	501		291	361	
NO. COMPANIES	4	2		4	3	4		3		2	3	3	3	3	3	3		4	3	
NO. EMPLOYEES	12	4		9	12	4		9		3	6	4	3	19	13	30		4	9	

SEATTLE, WA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	297	324	370	414	346	343	330	287	361	233	277	432	423	366	358	430	386	289	290	352
FIRST QUARTILE	281	301	351	321	301	321	301	251	311	211	251	371	351	311	341	413	351	251	271	281
MEDIAN	301	321	371	476	341	341	331	281	413	211	271	476	413	341	371	413	393	281	291	321
THIRD QUARTILE	301	351	371	476	361	371	351	331	413	251	311	476	501	438	371	476	438	311	301	476
NO. COMPANIES	12	17	13	26	27	15	3	18	24	15	17	12	12	24	25	27	7	33	10	18
NO. EMPLOYEES	22	102	31	217	184	36	12	154	439	115	50	66	80	360	567	218	17	64	124	162

TACOMA, WA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE		300	301	258	301	320		229	258	208	241			250	303	434		268		281
FIRST QUARTILE		291	221	221	271	301		201	231	165	221			241	281	381		231		251
MEDIAN		291	321	241	291	301		231	261	171	231			251	301	438		261		271
THIRD QUARTILE		301	361	271	311	331		251	271	261	241			251	321	501		281		291
NO. COMPANIES		3	3	3	6	2		3	3	3	2			2	4	4		5		3
NO. EMPLOYEES		12	3	20	55	8		33	28	10	4			11	42	22		12		41

CANADA (Reported in Canadian dollars)

CALGARY, AB

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE		422		398	458	443	432	341	419	351	319	395	467	426	485	492		408	352	
FIRST QUARTILE		393		351	438	413	413	311	413	341	291	381	438	413	476	476		393	321	
MEDIAN		413		413	476	438	438	341	413	341	301	381	476	413	476	501		413	351	
THIRD QUARTILE		476		413	501	476	438	381	438	341	341	381	476	438	501	501		413	381	
NO. COMPANIES		2		3	4	2	2	3	4	2	4	2	3	3	4	3		3	2	
NO. EMPLOYEES		25		13	13	8	4	57	234	4	8	4	4	9	36	11		4	20	

EDMONTON, AB

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE		372		329	426	413		394	408	302	335	308	397	351	370	432		344	274	493
FIRST QUARTILE		331		261	393	371		301	361	231	231	231	361	351	341	413		281	241	476
MEDIAN		393		341	413	381		438	413	361	331	301	371	351	341	438		321	261	501
THIRD QUARTILE		413		371	476	501		476	476	361	341	393	476	351	393	476		371	301	501
NO. COMPANIES		4		7	10	7		4	5	2	4	3	6	3	5	6		7	2	3
NO. EMPLOYEES		9		10	27	7		9	53	9	4	3	6	5	33	11		8	14	3

A	WORD PROCESSING OPERATOR - LEVEL B
B	WORD PROCESSING OPERATOR - LEVEL A
C	LEAD WORD PROCESSING OPERATOR
D	ACCOUNTING CLERK - LEVEL B
E	ACCOUNTING CLERK - LEVEL A
F	PAYROLL CLERK
G	CASHIER
H	GENERAL CLERK - LEVEL B
I	GENERAL CLERK - LEVEL A
J	FILE CLERK
K	MAIL CLERK
L	SHIPPING/RECEIVING CLERK
M	PURCHASING CLERK
N	SECRETARY - LEVEL B
O	SECRETARY - LEVEL A
P	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.
Q	LEGAL SECRETARY/ ASSISTANT
R	SWITCHBOARD OPERATOR/RECEPTIONIST
S	CLERK TYPIST
T	CUSTOMER SERVICE REPRESENTATIVE

HAMILTON, ON

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	436	427	492	388	463	449	370	349	414	365	392	420	454	411	441	475	453	377	417	456
FIRST QUARTILE	361	393	501	361	413	381	271	291	381	341	291	331	381	371	413	476	413	311	341	413
MEDIAN	501	413	501	371	501	501	393	331	381	351	381	438	501	393	438	476	413	371	476	501
THIRD QUARTILE	501	476	501	438	501	501	393	361	501	438	476	476	501	501	501	501	501	413	476	501
NO. COMPANIES	9	14	13	28	30	27	7	14	18	8	11	8	9	27	31	27	3	41	12	23
NO. EMPLOYEES	34	46	55	174	238	273	15	94	157	22	20	12	26	361	287	102	6	94	143	222

KITCHENER (GRAND VALLEY), ON

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	314	341	413	334	394	396	334	305	357	274	303	380	403	341	391	461	379	332	296	379
FIRST QUARTILE	281	331	413	291	351	361	301	281	331	261	241	311	361	311	361	438	361	291	271	351
MEDIAN	321	341	413	331	381	393	341	301	361	271	291	331	393	331	393	476	381	321	301	391
THIRD QUARTILE	341	351	413	351	413	413	351	321	381	281	331	476	438	361	413	501	413	351	311	413
NO. COMPANIES	2	5	3	17	17	17	6	11	13	5	9	10	9	17	19	19	4	20	9	6
NO. EMPLOYEES	3	6	3	44	64	34	10	124	281	16	16	20	15	115	87	56	11	29	41	13

OTTAWA, ON

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	375			372		442			478			443	448	446		482		402	400	
FIRST QUARTILE	351			361		438			476			381	393	393		476		331	393	
MEDIAN	381			381		438			501			476	476	476		476		438	438	
THIRD QUARTILE	393			393		501			501			476	476	476		476		438	438	
NO. COMPANIES	2			2		2			2			2	2	2		2		2	2	
NO. EMPLOYEES	3			5		5			7			5	3	6		8		3	5	

REGINA, SK

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	385	330	422	391	439	471	320	387	378	312	320	436	469	398	446	478	396	359	366	382
FIRST QUARTILE	371	311	351	371	413	476	301	361	361	321	301	381	476	381	413	476	311	361	351	311
MEDIAN	381	311	361	413	438	476	301	361	381	321	321	476	476	413	438	476	438	371	381	393
THIRD QUARTILE	381	321	476	438	476	476	321	438	413	321	361	476	476	413	476	501	438	381	381	438
NO. COMPANIES	3	2	4	16	16	14	7	12	14	7	10	7	6	12	15	12	2	13	10	9
NO. EMPLOYEES	45	12	4	79	72	110	60	280	462	72	31	20	17	375	267	82	6	62	400	28

WINNIPEG, MB

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE				311	366	329		258	285	247		407		287	367	408		308	241	
FIRST QUARTILE				311	351	301		241	281	221		438		281	341	381		271	221	
MEDIAN				321	351	301		241	281	261		438		281	381	476		311	231	
THIRD QUARTILE				331	393	371		261	291	261		476		301	413	501		321	271	
NO. COMPANIES				4	5	5		2	3	2		2		4	2	3		5	3	
NO. EMPLOYEES				22	22	6		38	26	9		5		13	11	5		7	3	

Chapter Salary Surveys

Conducted on Different Dates than the AMS Survey
(Reported in Canadian dollars)

MONTREAL, PQ — Rates Effective January, 1986* — Montreal Chapter, AMS Montreal Board of Trade

Job Category	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Average	—	418	—	432	496	456	—	408	489	285	—	—	—	412	456	496	—	375	319	—
First Quartile	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Median	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Third Quartile	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
No. Companies	—	37	—	46	63	65	—	88	84	37	—	—	—	71	80	76	—	107	37	—
No. Employees	—	126	—	165	169	101	—	2,236	2,537	90	—	—	—	713	860	247	—	191	153	—

*Not available for 1987.

TORONTO, ON — Rates Effective August, 1986 — Toronto Chapter, AMS Toronto Board of Trade

Job Category	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Average	—	377	417	—	—	389	—	362	428	306	284	—	—	387	432	493	—	322	359	375
First Quartile	—	350	380	—	—	350	—	330	370	260	240	—	—	350	390	440	—	290	310	320
Median	—	380	410	—	—	380	—	360	410	310	270	—	—	390	420	490	—	320	360	360
Third Quartile	—	410	440	—	—	430	—	410	480	360	320	—	—	420	480	540	—	350	390	420
No. Companies	—	228	135	—	—	379	—	568	549	218	331	—	—	411	549	486	—	630	49	300
No. Employees	—	1,347	264	—	—	639	—	9,766	5,523	1,151	799	—	—	4,145	4,271	1,611	—	1,102	269	1,477

Office Salary Survey Conversion Chart

WEEKLY	BI-WEEKLY	SEMI-MONTHLY	MONTHLY	ANNUALLY
UNDER 165	UNDER 330	UNDER 358	UNDER 715	UNDER 8,580
165 - 175	330 - 350	358 - 379	715 - 758	8,580 - 9,100
176 - 185	352 - 370	381 - 401	763 - 802	9,152 - 9,620
186 - 195	372 - 390	403 - 423	806 - 845	9,672 - 10,140
196 - 205	392 - 410	425 - 444	849 - 888	10,192 - 10,660
206 - 215	412 - 430	446 - 466	893 - 932	10,712 - 11,180
216 - 225	432 - 450	468 - 488	936 - 975	11,232 - 11,700
226 - 235	452 - 470	490 - 509	979 - 1,018	11,752 - 12,220
236 - 245	472 - 490	511 - 531	1,023 - 1,062	12,272 - 12,740
246 - 255	492 - 510	533 - 553	1,066 - 1,105	12,792 - 13,260
256 - 265	512 - 530	555 - 574	1,109 - 1,148	13,312 - 13,780
266 - 275	532 - 550	576 - 596	1,153 - 1,192	13,832 - 14,300
276 - 285	552 - 570	598 - 618	1,196 - 1,235	14,352 - 14,820
286 - 295	572 - 590	620 - 639	1,239 - 1,278	14,872 - 15,340
296 - 305	592 - 610	641 - 661	1,283 - 1,322	15,392 - 15,860
306 - 315	612 - 630	663 - 683	1,326 - 1,365	15,912 - 16,380
316 - 325	632 - 650	685 - 704	1,369 - 1,408	16,432 - 16,900
326 - 335	652 - 670	706 - 726	1,413 - 1,452	16,952 - 17,420
336 - 345	672 - 690	728 - 748	1,456 - 1,495	17,472 - 17,940
346 - 355	692 - 710	750 - 769	1,499 - 1,538	17,992 - 18,460
356 - 365	712 - 730	772 - 791	1,543 - 1,582	18,512 - 18,980
366 - 375	732 - 750	793 - 813	1,586 - 1,625	19,032 - 19,500
376 - 385	752 - 770	815 - 834	1,629 - 1,668	19,552 - 20,020
386 - 400	772 - 800	837 - 867	1,673 - 1,733	20,072 - 20,800
401 - 425	802 - 850	869 - 921	1,738 - 1,842	20,852 - 22,100
426 - 450	852 - 900	923 - 975	1,846 - 1,950	22,152 - 23,400
451 - 500	902 - 1,000	977 - 1,083	1,954 - 2,167	23,452 - 26,000
OVER 500	OVER 1,000	OVER 1,083	OVER 2,167	OVER 26,000

AMS Publications & Surveys

Additional Tools for Successful Human Resources Management

1987 AMS Career Strategies Survey — explores what managers look for in potential job candidates, as well as ideal ways to make initial contact with the company. Second section looks at ways managers themselves found their jobs, where they want to go to next, and how long of a job hunt they expect. Responses are broken down by sex, area of responsibility, and company size.
Price: $10 ($6 to AMS members)

1987 AMS Contract Labor Survey — three-part survey covers trends in temporary help; contract staffing; and part-time employment. Gauges use and reasons for using temp help; prevalence of contract staffing; benefits offered to part-timers; more. Each category broken down by industry, company size, and region.
Price: $15 ($10 to AMS members)

1987 AMS Flexible Work Survey — covers three major areas of work schedules: flextime, job sharing; and workweeks. Identifies trends in employee scheduling. Each category is broken down by region, company size, and industry. Results are compared with 1985, 1981 and 1977 surveys.
Price: $15 ($10 to AMS members)

AMS Managerial Stress Survey — covers stresses, strains, and burnout experienced by nationwide group of managers. Results are broken down by personality type (A, B, or combination of both); sex; job function; and industry. Stressors measured include workload, employee responsibilities; hiring and firing; more.
Price: $15 ($10 to AMS members)

1987 AMS New Benefits Survey — four-part survey report covering the major new types of benefits designed for a new, diverse workforce. The four areas covered include: flexible benefits programs; employee assistance programs; wellness/physical fitness programs; and childcare programs. Each of these categories is broken down into types of services covered, as well as by region, company size, and industry. Results are compared with 1986 survey.
Price: $15 ($10 to AMS members)

AMS Office Benefits Survey — presents up-to-date information on company benefits and worktime policies from almost 5,000 companies nationwide. Items covered include pension plans, insurance, medical benefits, salary incentives, bonuses, workweeks, flexible schedules, holidays, and vacations.
Price: $20 ($10 to AMS members)

AMS Office Turnover Survey — presents turnover rates and reasons for termination. Covering 43,320 terminations in 1,760 companies across North America, the survey reports turnover percentages by type of business, size of office, region, city, reasons, and other categories. Results are compared with previous years. (The 1987 survey will be available in October.)
Price: $30 ($15 to AMS members)

more

1987 AMS Smoking Policies Survey — covers how many companies have smoking policies in effect, where smoking is banned, hiring policies regarding smokers, "kick the habit" programs, and sample company smoking policies.
Price: $15 ($10 to AMS members)

AMS Data Processing Salaries Report — covers 20 key exempt and non-exempt data processing positions representing over 48,000 employees, in over 2,000 companies and 95 cities throughout the U.S. and Canada. Statistics for each of the 20 positions are given by city and U.S. region, as well as national averages for the U.S. and Canada. There is also an industry breakdown.
Price: $115 ($75 to AMS members)

AMS Management Salaries Report — presents annual salary information for 20 key middle-level managerial positions. Covering over 27,000 managers in over 2,200 companies and 95 cities throughout the U.S. and Canada, the guide has been widely recognized as a standard reference for management compensation information. Statistics for each of the 20 positions are given by city and U.S. region, as well as national averages for the U.S. and Canada. There is also an industry breakdown.
Price: $115 ($75 to AMS members)

AMS Office Salaries Report — for over 40 years considered one of the most valuable tools for determining competitive salaries, personnel policies and benefits, the directory gives statistics on 17 clerical and three word processing positions. It covers over 184,000 employees in over 2,500 companies and 98 cities throughout the U.S. and Canada. Statistics are given by city and U.S. geographic regions as well as U.S. and Canadian national averages. There is also an industry breakdown.
Price: $115 ($75 to AMS members)

How to Install and Administer a Wage and Salary Program — provides a step-by-step plan for establishing and operating a fundamentally sound wage and salary program. Outlines installation procedures; job description and analysis; rating systems; pay systems; performance appraisals. The 168-page manual also contains model interviewing forms; samples of completed job descriptions; job evaluation guidelines; and glossary.
Price: $65 ($55 to AMS members)

How to Select and Retain Valuable Employees — focuses on methods for hiring "right" employees and keeping them productive. The 150-page manual covers pre-hiring activities such as job descriptions and recruiting; hiring activities such as interviewing and screening; sound employee relations policies such as training, benefits and communication; resolving employee problems; and termination.
Price: $65 ($55 to AMS members)

Management World magazine — AMS's magazine for management success brings you the latest advice from nationally-known experts on the business scene, covering such topics as: employee and management pay; peak performance; career strategies; hiring and firing; leadership; entrepreneurship; computers; and more. Published bimonthly.
Price: $22 a year (no charge to AMS members)

To order these personnel management tools, or to receive more information about the publications and surveys, contact Amelia Harper, AMS, 2360 Maryland Road, Willow Grove, PA 19090; 215-659-4300.

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